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ABSTRACT

The Learning Resource Center (LRC) at the William Rainey Harper College offers instructional services to assist faculty and students in the selection, production, and utilization of educational media; a library which contains 40,000 volumes, newspapers, and periodicals; and flexible facilities for instruction such as seven lecture/demonstration rooms designed for large group instruction, and independent study facility, and an innovative diffusion center. A guide to these services and a list of the job analyses and task functions for the LRC professional staff are presented. (JY)

ED 058719

LRC

Learning Resources Center

STAFF 1971-72

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William Rainey Harper College

ED 058719

INTRODUCTION

This 1971-72 LRC Staff booklet represents another refinement on the job analysis and task functions for the LRC professional staff started over a year ago. Concurrent with improving, and further delineating the roles of the various staff function, the LRC professional staff undertook the project of defining and describing their own goals and objectives for this year as related to their specific areas, the management system goals developed by the LRC administrators, and the Harper College institutional goals.

The following descriptions and objectives were mutually agreed upon through a series of staff meetings late in the summer of '71, involving all the LRC professional personnel. With this kind of staff involvement and exchange, the resulting job descriptions were refined and the objectives stated so that each staff member had an understanding of each other's functions, responsibilities, and goals. This was especially helpful to the new staff members.

While this booklet is primarily intended as an LRC staff document, the graphic portions of the "LRC Faculty Guidebook" have also been reproduced and inserted in the appropriate places for additional clarification.

George H. Voegel
Dean, LRC

LRC

Learning Resources Center

GENERAL INFORMATION

HOURS
Monday-Thursday 8 am-10pm
Friday 8 am-5pm
Saturday 9 am-12noon
(Closed Sunday and official College holidays)

INSTRUCTIONAL SERVICES

Instructional services, located on the first floor of the LRC, is prepared to assist faculty and students in the selection, production, and utilization of educational media. It has an extensive television studio, photographic service, a graphics production area, and audiovisual equipment and materials check-out service.

LIBRARY SERVICES

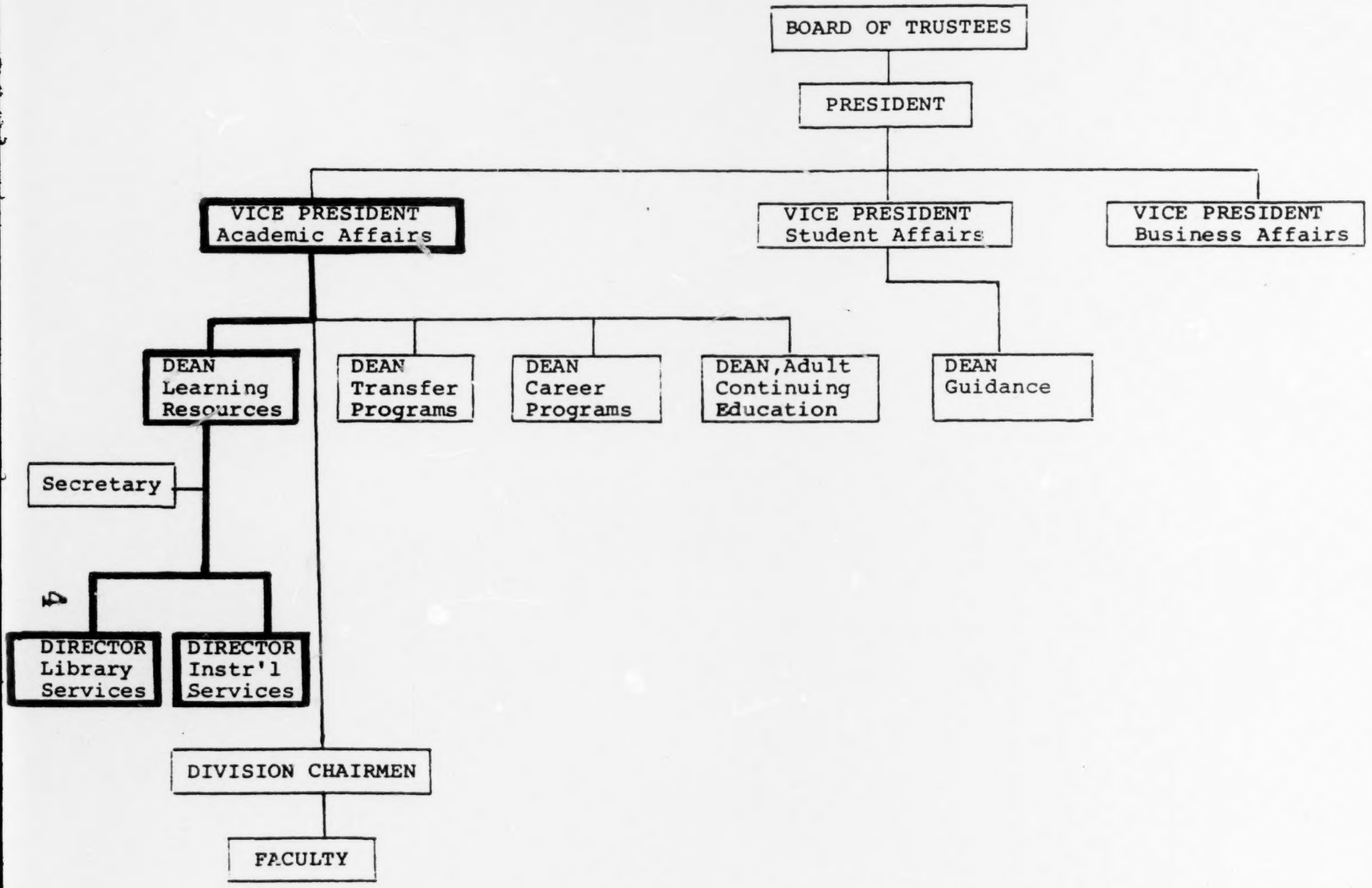
The library is located on the second floor of the LRC. It contains about 40,000 volumes, cataloged according to Library of Congress classification, along with newspapers and periodicals. About 600 magazines are currently received. Also included are extensive microfilmed back issues of the Chicago Tribune, the New York Times, and about 25 periodicals. A Xerox machine is available for making copies of either book or microfilm materials. The library card catalong contains entries for all books and other instructional media housed in the LRC, including records, tapes, videotapes, slides, films, and filmstrips.

FLEXIBLE FACILITIES FOR INSTRUCTION

Seven lecture/demonstration facilities designed for large group instruction and equipped with audio systems, remote media projection, and television linked directly to the LRC provide the instructors and students with flexible resources for instructional use.

Other instructional areas and the LRC independent study facility, each equipped with a variety of media, are also available to support instruction.

The Innovative Diffusion Center is located on the second floor of the LRC. It contains junior college studies on microfilm, learning module samples, up-to-date articles on innovations, and also a lounge area with TV and coffee on a cost-shared basis.



WILLIAM RAINEY HARPER COLLEGE

The mission of the learning resources center is to support the instructional program of the college by providing appropriate resource services to both faculty and students.

ADMINISTRATIVE:

George Voegel, Dean, LRC ..... ext. 381

Provides administrative direction to the LRC area of Academic Affairs, including supervision over the Library Services and Instructional Services areas, and coordinates the Instructional Development project.

Ambrose Easterly, Dir., Library Services ..... ext. 439

Directs facilities, personnel, and resources which are or will be engaged in the acquisition, cataloging, processing, circulation, retrieval, and utilization of print knowledge for faculty and students.

The objective of the library is to support the college in its community and curricular objectives by identifying, acquiring, cataloging, processing, circulating, and interpreting suitable library materials - both print and non-print.

Calvin Stockman, Dir., Instructional Services .. ext. 320

Directs facilities, personnel and resources which are or will be engaged in the production, evaluation, and circulation of various non-print materials for faculty and students.

Instructional services provides students and faculty with non-print media materials for instruction. This would include the design, production, circulation and evaluation of these materials in the learning process.

DEAN OF LEARNING RESOURCES
JOB DESCRIPTION

The dean of learning resources is directly responsible to the vice-president of academic affairs for the development and effective operation of the Learning Resources Center. He will also serve as a staff officer to the vice-president for other duties and responsibilities as prescribed for this position.

This individual:

A. Assists the vice-president of academic affairs, together with other deans, in planning and organizing the educational programs of the college and to plan and implement the LRC programs and services to support these educational programs.

B. Assists the vice-president and other staff with instructional development and innovative instruction.

C. Develops and implements procedures and processes designed to increase student and staff use of LRC services and facilities.

D. Assists the vice-president with planning, development and implementation of faculty orientation.

E. Plans, develops, and implement a faculty LRC in-service program.

F. Develops and recommends requirements and qualifications for new LRC staff.

G. Evaluates and make recommendations in regards to selection, promotion, leaves, and retention, non-retention, and tenure of all LRC staff and main-maintain appropriate records.

H. Provides input into recommendations regarding retention, non-retention, promotion, and tenure appointments of full time teaching faculty.

I. Provides appropriate input to division chairmen in writing objectives for LRC and performance appraisals based on these objectives.

DEAN OF LEARNING RESOURCES
JOB DESCRIPTION
-continued-

J. Serves as the GT-70 Network, mid-west coordinator.

K. Provides for effective and efficient Learning Resources support to the instructional programs and services of the college through the director of instructional services and director of library services the on-going LRC functions of circulation, production, and acquisition of learning materials.

L. Plans, develops, and recommends to the vice-president the LRC annual budget and executes the adopted budget.

M. Evaluates the LRC operations and services and make recommendations for improvement of these services to the college staff and students and to the community.

N. Prepares and/or makes other studies on LRC services as requested by president or vice-president.

O. Coordinates and encourages participation in professional development for all LRC staff.

P. Assists vice-president in coordinating liaison activities with state agencies, community groups, other community colleges, four-year colleges and universities in regards to LRC services.

Q. Assumes other esponsibilities as designated or delegated by the vice-president of academic affairs.

R. Coordinates the evaluation of gifts and donations to the LRC and acknowledge the receipt of these gifts and donations.

DIRECTOR OF LIBRARY SERVICES
JOB DESCRIPTION

The director of library services is responsible to the dean of learning resources for the operation of library services appropriate to the Learning Resources Center for the academic affairs area, college, and community.

This individual:

A. Plans, organizes, and administers the program and operation of the library services.

B. Supervises the activities of librarians and other library employees.

C. Develops requirements and qualification specifications for new library services personnel.

D. Recommends staff selection, retention, non-retention, leave, tenure, and promotion.

E. Directs the appropriate personnel in the acquisition, circulation, and maintenance processes of all materials in the library collection, including books and periodicals, and instructional materials.

F. Assists the dean of learning resources in the planning and development of the library services area of the annual budget and executes the adopted budget.

G. Assists the dean of learning resources with the evaluation and acknowledgment of gifts to the library.

H. Evaluates and makes periodic reports and recommendations on library use and on improvements to facilities to the dean of learning resources.

I. Coordinates the notification to faculty members of the receipt of new library materials, appropriately categorized according to subject area.

DIRECTOR OF LIBRARY SERVICES
JOB DESCRIPTION
-continued-

J. Encourages the fullest use of library resources in cooperation with divisional chairmen, the deans, and other administrative staff and teaching faculty.

K. Assists the dean of learning resources with in-service programs and procedures to assist students and faculty in interpreting and making available the resources of the library.

L. Provides guidance to students in the use of the library by means of an LRC handbook, with the objective of encouraging in students the ability to make full and independent use of library resources.

M. Regularly attends appropriate college meetings.

N. Coordinates and encourages participation in professional development for library staff.

O. Assumes other appropriate responsibilities as designated or delegated by the dean of learning resources.

DIRECTOR OF INSTRUCTIONAL SERVICES
JOB DESCRIPTION

The director of instructional services is responsible to the dean of learning resources for performing the following services as appropriate to the learning resources for the college and community.

This individual:

A. Assists the dean of learning resources, together with the other directors in planning and organizing the educational programs of the college and to plan and implement the learning resources programs and services to support these educational programs.

B. Initiates and coordinates in-service programs for academic faculty for the use of media.

C. Plans procedures that will blend the services of instructional services to faculty and students.

D. Plans for and expends budget for Instructional Services as approved.

E. Develops any new system guidelines needed for the college.

F. Reviews instructional service personnel with regard to selection, tenure, promotion, retention, and non-retention.

G. Reviews instructional service existing procedures through reports on circulation and production.

H. Provides an atmosphere for on-going discussion of problems relating to instructional service operation.

I. Represents, with his staff, instructional service at appropriate college meetings.

J. Directs the development of self-instructional materials.

DIRECTOR OF INSTRUCTIONAL SERVICES
JOB DESCRIPTION
-continued-

K. Assists dean of learning resources in evaluating gifts and donations to the learning resources and acknowledges the receipt of these gifts and donations.

L. Joins and supports national professional associations and encourages staff to do so also.

M. Assumes other responsibilities as designated or delegated by the dean of learning resources.

DEAN OF LEARNING RESOURCES
OBJECTIVES FOR 1971-72

I. Innovative

A. Develop and implement "accountability" in all areas of the Learning Resources Center, with emphasis on the relationship to student involvement with LRC services.

This objective will be considered achieved when:

1. All LRC professional staff have included appropriate statements in their own goals by July 15, 1971.

2. Division chairmen have included appropriate statements in their goals by August 1, 1971.

3. Various LRC feedback data reports and/or other report mechanisms are tried and validated by the end of the fall semester, and that such feedback reports be refined and adjusted for further validation by June 30, 1972.

B. Expand the contacts and information dissemination on CATV with appropriate Harper staff and work with area school districts, government representatives, and other agencies in order to reach closure on CATV franchising.

This objective will be considered achieved when:

1. The Northwest Municipal Conference adopts a position regarding CATV franchising and if this involves a common model franchise that Harper and other educational institutions in the area have appropriate CATV channel allocations and "fringe benefits" as might evolve from such a franchise.

C. Initiate inter-institutional cocperation for exchange and use of materials, LRC related facilities, faculty developed learning materials, etc.

This objective will be considered achieved when:

1. The Northern Illinois Learning Resources Consortium (NILRC) approves its constitution, and becomes operational, and Harper College approves or disapproves its involvement and affiliation with NILRC by October 15, 1971.

2. If the Board of Higher Education implements any of its Phase III, Master Plan recommendations, that

I. Innovative (continued)

2. Harper's LRC meets the prescribed conditions in accordance within their timetables when established.

3. Harper hosts one mid-west region media exchange seminar for "Man and Environment" materials to occur before December 15, 1971.

4. Harper College is established as a regional "linking pin" in the now developing national Community College Instructional Systems and Objectives Exchange by March 15, 1972.

D. Further develop the Community College Affiliate of the Association of Educational Communications and Technology (AECT).

This objective will be considered achieved when:

1. Appropriate Harper faculty and staff give presentations at the AECT convention in Minneapolis in March, 1972.

2. The Instructional Systems and Objectives Exchange is operational, and GT-70 and Harper are fully involved by May 15, 1972.

II. Problem Solving

A. Continue implementation of the LRC automation project by including the media materials in the microcartridge catalog and begin Phase II.

This objective will be considered achieved when:

1. The microcartridge catalog has the media collection included, and an update of the book collection on the cartridge is completed by January 1, 1972.

2. If indicated by the Computer Center feasibility study, that Phase II (including AV materials into the automated acquisition process) be completed by June 30, 1972.

B. Develop, produce, and disseminate appropriate LRC brochures and handbooks.

This objective will be considered achieved when:

1. The LRC 5-year plan booklet is approved by the vice-president of academic affairs, and is distributed to appropriate staff members by August 31, 1971.

II. Problem Solving (continued)

2. The LRC "Lecture/Demo Multimedia Systems Instruction Manual" be bound and distributed to appropriate staff members by August 15, 1971.

3. An LRC overview "report" be developed for distribution in cooperation with the Community Relations office by September 15, 1971.

4. Develop and/or refine various LRC visual presentations for faculty in-service work to be completed by September 1, 1971.

5. Develop, produce, and handout to all staff, an LRC "handbook" of services available by September 7, 1971.

C. Make recommendations to the vice-president of academic affairs regarding LRC policy.

This objective will be considered achieved when:

1. The proposed copyright guidelines are approved by:

a) A.O.C. by August 5, 1971.
b) V.P. Council 1971 by August 23, 1971.
c) The Board of Trustees by October 15, 1971.

2. Initiate an LRC advisory council as per the guidelines set by the vice-president of academic affairs September 15, 1971.

3. Investigate the LRC support service needs for satellite facilities in conjunction with the dean of continuing education and the dean of careers and make recommendations as required in accordance with their deadlines as established.

D. Coordinate the upgrading of LRC procedures.

This objective will be considered achieved when:

1. There is a 20% increase in book circulation; 15% increase in student head count use; 30% increase of faculty use of library for the 71-72 year as reported by June 30, 1972.

2. There is 60% use of 16mm films in collection over academic year; 70% use of other AV media formats; 90% use of TV videotapes, and a media circulation delivery efficiency of 95% as reported by June 30, 1972.

II. Problem Solving (continued)

3. Improve the goal setting process in LRC by establishing refined goals of the professional staff by July 30, 1971 and monitor these as required.

4. Further consider and develop a plan for LRC staff organization to be submitted to the vice-president of academic affairs by November 15, 1971 and for the Board of Trustees approval by January 15, 1972.

D-1. Upgrade LRC production services to the teaching staff.

This objective will be considered achieved when:

1. 50% of the productions contribute to increasing student learning (teacher's exam scores or other criteria) by 5% over non-media use.

2. LRC production services to faculty is expanded by 10% increased production of creative instructional media beyond the 1970-71 base line.

III. Routine

A. Assist the vice-president for academic affairs with coordinating the Instructional Development Workshop in the fall and follow-up sessions later in the semester.

This objective will be considered achieved when:

1. The timetable and goals of the Instructional Development program are met as established by the vice-president of academic affairs.

B. Assist vice-president of academic affairs and other deans with faculty and administrative orientation and other in-service programs.

This objective will be considered achieved when:

1. 70% of the staff knows how to use overhead and transparency materials reserve, book section, copy procedures, AV material and equip checkout, periodicals and microfilm use, and CCTV system by September 15, 1971.

2. 80% of the staff knows how to request AV production; use microfilm catalog by September 30, 1971.

3. Course reference materials from each division are set up in a filing system under the responsibility of the reference librarian by October 15, 1971.

III. Routine (continued)

3. That a communication flow system be established to have copies of class assignments sent to the reference librarian at least one day prior to giving these assignments.

4. Course outlines as they become available to be included in the LRC files and the file be completed by February 15, 1972.

It will also be considered achieved when other in-service and orientation programs as developed by the vice-president of academic affairs are implemented

C. Plan, develop, and recommend the LRC annual budget.

This objective will be considered achieved when:

1. Deadlines are met as set by the vice-president of academic affairs.

D. Evaluate in conjunction with directors, appropriate LRC staff for selection, promotion, leave, tenure, and retention and non-retention.

This objective will be considered achieved when:

1. Recommendations are forwarded as per college procedural manual and inclusive deadlines.

E. Submit semester reports on LRC circulation and utilization to vice-president of academic affairs.

This objective will be considered achieved when:

1. The report is completed and sent to vice-president of academic affairs three weeks after end of each semester.

F. Act as GT-70 campus coordinator.

This objective will be considered achieved when:

1. 20% increase in faculty reviewing of GT-70 exchange materials over 1970-71.

2. On time delivery to next college in network.

3. 30% increase in faculty input to "What's New" series.

4. GT-70 newsletters and other information is disseminated on-receipt to appropriate staff.

III. Routine (continued)

G. Further develop the Innovative Diffusion Center (I.D.C.) in LRC to disseminate materials related to innovative ideas in education.

This objective will be considered achieved when:

1. LRC staffing responsibilities are assigned by August 15, 1971, and 15% of faculty will have used material or facilities two or more times by December 15, 1971.

H. Assist vice-president of academic affairs as may be assigned.

1. Not quantafiable at present.

I. Have LRC student guidelines brochure run off in quantity to be distributed to students during fall registration by September 15, 1971.

IV. Personal and Professional

A. Be guest editor of AVI on Instructional Development for the December 1971 issue.

This objective will be considered achieved when:

1. There is acceptance and printing of appropriate articles and there is feedback from readers on the issue.

B. Give/present a "presentation" at one conference during the 1971-72 year.

This objective will be considered achieved when:

1. The presentation is given as assigned on the conference agenda.

C. Participate on an accrediting team for Lyons Township High School.

This objective will be considered achieved when:

1. The visitation is completed by March 31, 1972.

D. Attend AECT leadership conference (by invitation only).

This objective will be considered achieved when:

1. Invitation is received and participated in confer-

IV. Personal and Professional (continued)

1. ence as related to accountability during August 23-27 has occurred.

E. Attend a conference/seminar on management as approved by the vice-president of academic affairs.

This objective will be considered achieved when:

1. A seminar is attended as designated by vice-president of academic affairs.

DIRECTOR OF LIBRARY SERVICES
OBJECTIVES FOR 1971-72

I. Innovative

A. Coordinate planning and creation of a prepared library orientation presentation primarily for the students.

This objective will be considered achieved when:

1. Script and organization are completed by August 15, 1971.

2. Production is ready for use by September 15, 1971.

B. Create staffed reference desk in user area.

This objective will be considered achieved when:

1. Desk is staffed by a librarian for eight hours each day and there is appropriate indication of student use.

C. Continue cooperative efforts in the development of automated library processes.

This objective will be considered achieved when:

1. Computer produced microfilm catalog, which includes media, is operational by January 1, 1972 as indicated by the computer-feasibility study.

2. Ordering of instructional materials by computer is begun by June 30, 1972 as indicated by the computer-feasibility study.

3. Planning for automated circulation is completed by June 30, 1972 as indicated by the computer-feasibility study.

4. Planning for automated serials handling is completed by June 30, 1972 as indicated by the computer-feasibility study.

D. Coordinate the creation of vertical files.

This objective will be considered achieved when:

1. A functioning file of ephemeral materials arranged by subject is ready for use by September 15, 1971.

I. Innovative (continued)

2. Course reference materials from each division are set up in a filing system under the responsibilities of the reference librarians by October 15, 1971.

3. Course outlines to be included in the files as they become available; to be completed by February 15, 1972.

II. Problem Solving:

A. Allocate budget for library materials among divisions.

This objective will be considered achieved when:

1. Nine departmental allocations are being maintained by October 15, 1971.

2. System is operating fully when all ordering is by computer.

3. Divisions receive reports of expenditures.

B. Seek to improve microfilm catalog.

This objective will be considered achieved when:

1. Catalog is updated on a monthly schedule.

2. All reader units are maintained in operating condition.

C. Assist in the creation of an LRC handbook for faculty.

This objective will be considered achieved when:

1. Copy is completed by August 1, 1971.

2. Handbook is ready for distribution by September 7, 1971.

D. Increase use of library.

This objective will be considered achieved when:

1. Book circulation reaches a per capita figure of 3.0 (approximately 20% increase).

2. Faculty use is increased by approximately 30%.

3. Attendance figures (headcount) increase by 15%.

II. Problem Solving (continued)

E. Assist in the planning for library services in the satellite centers.

This objective will be considered achieved when:

1. Implementation is carried out as needs are indicated.

F. Seek to improve overdue process.

This objective will be considered achieved when:

1. Overdue routine is revised to include only one notice and a bill instead of four notices by September 15, 1971.

2. Some means of "accountability" is agreed upon with the student affairs area.

G. Assist with administration and faculty orientation and other in-service programs.

This objective will be considered achieved when:

1. Accomplished as opportunities and deadlines arise.

H. Refine various data and reports by the end of the fall semester, and that such feedback reports be refined by June 30, 1972.

III. Routine

A. Assist in planning revision of LRC student brochure.

This objective will be considered achieved when:

1. Copy is revised by April 15, 1972.

2. New brochures are ready by June 30, 1972.

B. Plan for, create, and justify new positions as need arises.

This objective will be considered achieved when:

1. There is Board of Trustees approval of the positions.

C. Plan, develop, and recommend the library annual budget.

This objective will be considered achieved when:

1. Scheduled deadline dates are met.

III. Routine (continued)

D. Evaluate library staff for selection, promotion, leave, tenure, retention, and non-retention.

This objective will considered achieved when:

1. Recommendations are forwarded by required dates.

E. Submit appropriate reports to dean of learning resources.

This objective will be considered achieved when:

1. Semester reports are completed two weeks after the end of each semester.

2. Annual report is submitted by end of summer session.

F. Continue to spend all materials budget, and to add at the present rate.

This objective will be considered achieved when:

1. 90% of budget is encumbered by April 15, 1972.

2. Book collection of 50,000 is achieved by June 30, 1972.

3. All requests are placed within two weeks of receipt in acquisitions.

G. Encourage staff to belong to, participate in, and attend programs of relevant professional associations.

This objective will be considered achieved when:

1. Each professional staff member attends at least one library meeting this year.

H. LRC staff and other Harper staff to continue as a reviewing group for AV materials for Booklist.

This objective will be considered achieved when:

1. Group meets for review sessions as scheduled.

IV. Personal and Professional

A. Transfer responsibilities of chairman of the ACRL/JCLS bibliography committee to new chairman.

This objective will be considered achieved when:

1. All related materials are passed on by August 1, 1971.

B. Continue serving as a consultant to the Baker and Taylor Company.

This objective will be considered achieved when:

1. Meetings are attended as scheduled.

C. Function as chairman-elect of the College and University division of the Illinois Library Association.

This objective will be considered achieved when:

1. The meeting obligations of ILA in October are fulfilled.

2. Board sessions are attended as scheduled.

D. Function as secretary of the JCLS of ACRL.

This objective will be considered achieved when:

1. The midwinter meeting in Chicago is attended in January.

2. The annual conference in Chicago is attended in June.

3. Section records are maintained as required.

E. Write book review for Library Quarterly.

This objective will be considered achieved when:

1. The review is published in October.

DIRECTOR OF INSTRUCTIONAL SERVICES
OBJECTIVES FOR 1971-72

I. Innovative

A. Supervise the development of media specifications for architects master plan development.

This objective will be considered achieved when:

1. We have met all dates requested for new building specifications.

B. Supervise and support increased services to the independent student center and A-T lab operations.

This objective will be considered achieved when:

1. A minimum of 40 carrels have been modified to include audiovisual equipment permanently mounted by September 15, 1971. (Based on Business Office schedule and budget.)

2. Supervise survey among divisions on use of present A-T lab. To be completed by February 1, 1972.

C. Support and encourage increased accountability in the instructional services area of LRC with emphasis on relationships to student involvement with our services.

This objective will be considered achieved when:

1. Various instructional services data reports are validated by the end of fall semester and that such feedback reports be refined and adjusted for further validation by June 30, 1972.

D. Work to increase inter-institutional cooperation among Northern Illinois community colleges for exchange and use of materials, LRC related facilities, faculty developed learning materials, etc.

This objective will be considered achieved when:

1. We have attended and supported 80% of the Northern Illinois Learning Resources Consortium meetings.

2. There is involvement and affiliation with NILRC by October 15, 1971 as per recommendations for the dean of learning resources.

I. Innovative (continued)

E. Assist the dean of learning resources in the organization of a Midwest Region Media Exchange Seminar for "Man and Environment" materials.

This objective will be considered achieved when:

1. We have successfully supported and assisted in organizing a conference by the end of 1971 in the midwest area.

F. Develop an interchange and understanding between the various components of instructional services.

This objective will be considered achieved when:

1. We have monthly discussions with the professional staff on the roles and importance of the circulation, television production, graphic production and systems design areas.

II. Problem Solving

A. Direct reorganization and intensification of media in-service program for academic area of the college.

This objective will be considered achieved when:

1. Fall Orientation - full and part-time faculty have had exposure to LRC by September 20, 1971.

2. Student Program - we have run off additional LRC student brochures and in sufficient quantity and distributed to the fall students by September 20, 1971.

3. Division Areas - all divisions have had exposure to LRC services by October 1, 1971 as noted in the dean of learning resources' objectives.

4. Large Group Area - 90% of the faculty assigned to the lecture/demo area have had in-service workshops and have had exposure to the Lecture/Demo Multimedia Systems Instruction Manual by two-weeks after beginning of each semester.

B. Continue the implementation of the LRC automation project.

This objective will be considered achieved when:

1. The microcartridge catalog has the media collection

II. Problem Solving (continued)

1. included by January 1, 1972. (Based on Computer Services)

C. Review existing procedures, create new ones where appropriate and develop implementation plans.

This objective will be considered achieved when:

1. A review of existing procedures has been submitted to the dean of learning resources by September 1, 1971.

2. A revision of these procedures with recommendations are made to the dean of learning resources by September 1, 1971.

3. There is a 60% use of 16mm films in collection over academic year of 1970-71. 70% use of other media formats. 90% use of TV, videotapes, and media circulation delivery efficiency of 95% as reported by June 30, 1972.

4. Improve the goals set in process in instructional services by assisting professional staff in establishing refined goals by July 30, 1971 and monitor these as required.

5. Assist the dean of learning resources in the development of future plans for LRC staff organization. This assistance will be determined by the dean of learning resources' schedule.

D. Upgrade Instructional Service's area to the teaching staff.

This objective will be considered achieved when:

1. 50% of the productions contribute to increasing student learning. (Teacher's exam scores or other criteria) by 5% over non-media use.

2. LRC production services to faculty is expanded by 10% increased production of creative instructional media beyond the 1970-71 base line.

3. Television production will have produced 60 programs during the 1971-72 year.

II. Problem Solving (continued)

E. Review and discuss staff, budget, faculty service problems as they arise.

This objective will be considered achieved when:

1. Instructional services has had professional staff meetings at least bi-monthly during the academic calendar.

F. Review and update monthly budget and requisition procedures to ensure control of cost center budget.

This objective will be considered achieved when:

1. All budgets are fully encumbered by May 15, 1972.

G. Establish internal student aid payroll procedures that will control the account more closely.

This objective will be considered achieved when:

1. The 518 account is within 10% of budget allocation June 30, 1972.

H. All LRC, CCTV, and Lecture/Demo facilities systems are maintained and operational as per specifications.

This objective will be considered achieved when:

1. Systems cleaning and maintenance is completed by September 1, 1971 and as required.

I. Develop, produce, and disseminate appropriate instructional services brochures and handbooks.

This objective will be considered achieved when:

1. Assistance is given to the dean of learning resources to produce and distribute the LRC five-year plan booklet to appropriate staff members by September 30, 1971.

2. The LRC Lecture/Demo Multimedia Systems Instruction Manual be bound and distributed to appropriate staff by August 15, 1971.

3. Assistance is given to the dean of learning resources in developing and distributing an overview report of the LRC operation through the community relations office by September 15, 1971.

II. Problem Solving (continued)

4. Develop and refine LRC visual presentation for faculty in-service work Fall Orientation - 1971.

5. Assist in the development and production of an LRC handbook of services to all staff by September 7, 1971.

J. Assist in the development of recommendations to the vice-president of academic affairs regarding LRC policy.

This objective will be considered achieved when:

1. We have assisted the dean of learning resources in proposed copyright guidelines and they are approved by 1) A.O.C. by August 5, 1971; 2) VP Council 1971 by August 23, 1971; 3) the Board of Trustees by August 15, 1971.

2. We have assisted in the development of an LRC Advisory Council by September 15, 1971.

3. Assisted the dean of learning resources in the investigation of LRC support service needs for satellite facilities in conjunction with the dean of continuing education and the dean of careers program and make recommendations as required in their accordance with their deadlines as established.

III. Routine

A. Gather data for budget development.

This objective will be considered achieved when:

1. Instructional services has met dates established by the dean of learning resources.

B. Evaluate instructional services professional staff for election, leaves, tenure, promotion, retention, and non-retention.

This objective will be considered achieved when:

1. Selection - Board of Trustees approval.

2. Promotion - Promotion committee and Board of Trustees approval.
3. Retention - Director of instructional services and dean of learning resources approval.
4. Tenure - Board of Trustees approval.

III. Routine (continued)

C. Evaluate in conjunction with instructional services professional staff non-academic personnel in instructional services.

This objective will be considered achieved when:

1. All non-academic personnel are reviewed as personnel office requirements.

D. Prepare and submit to dean of learning resources semester reports on the instructional services' operation.

This objective will be considered achieved when:

1. Reports are submitted to the dean of learning resources two weeks after the end of each semester.

E. Seek involvement of instructional services staff in Harper college committees, etc.

This objective will be considered achieved when:

1. Instructional services staff attend 90% of those committees scheduled and involved in.

F. Provide support services to GT-70 meetings and network.

This objective will be considered achieved when:

1. Instructional services has completed scheduling of GT-70 needs as requested.

G. Attend annual conventions where appropriate and encourage staff to do so.

This objective will be considered achieved when:

1. Instructional services professional staff have attended at least one state and appropriate national meetings relating to their area as funds are available during 1971-72 year.

H. Assist the dean of learning resources with coordination of instructional development workshop in the fall semester, 1971.

I. Assist the dean of learning resources as may be assigned.

IV. Personal and Professional

A. Assume responsibility for the IAVA Presidency in April, 1972.

This objective will be considered achieved when:

1. Appointments have been made and confirmed at the spring conference in 1972.

2. I will have prepared and presented to the IAVA spring conference a program outlining my goals and objectives as president of the association for 1972-74.

B. Continue graduate work at Northern Illinois University.

This objective will be considered achieved when:

1. I have completed at least one additional graduate course during the 1971-72 year.

C. Give a presentation at a major conference during the 1971-72 year.

This objective will be considered achieved when:

1. I have made general presentation to a convention.

D. Attend appropriate AECT leadership conference (by invitation only).

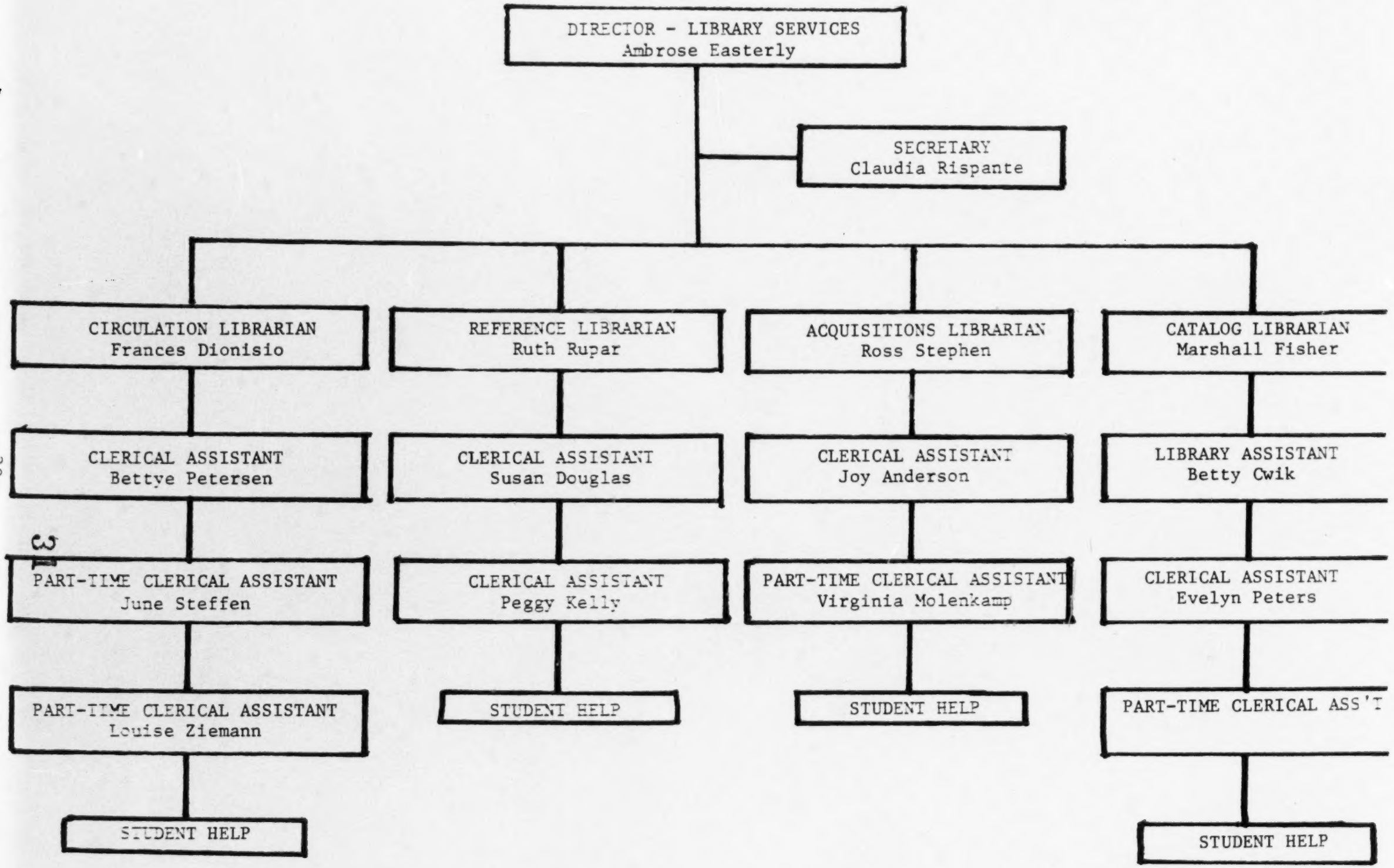
This objective will be considered achieved when:

1. I have attended/participated in the AECT President's Affiliate workshop in Washington during the fall of 1971.

E. Attend a conference/seminar on management as approved by the dean of learning resources.

This objective will be considered achieved when:

1. A seminar is attended as designated and approved by the dean of learning resources.


DIRECTOR - LIBRARY SERVICES
Ambrose Easterly
SECRETARY
Claudia Rispante
CIRCULATION LIBRARIAN
Frances Dionisio
REFERENCE LIBRARIAN
Ruth Rupar
ACQUISITIONS LIBRARIAN
Ross Stephen
CATALOG LIBRARIAN
Marshall Fisher
CLERICAL ASSISTANT
Bettye Petersen
CLERICAL ASSISTANT
Susan Douglas
CLERICAL ASSISTANT
Joy Anderson
LIBRARY ASSISTANT
Betty Cwik
PART-TIME CLERICAL ASSISTANT
June Steffen
CLERICAL ASSISTANT
Peggy Kelly
PART-TIME CLERICAL ASSISTANT
Virginia Molenkamp
CLERICAL ASSISTANT
Evelyn Peters
PART-TIME CLERICAL ASSISTANT
Louise Ziemann
STUDENT HELP
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PART-TIME CLERICAL ASS'T
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STUDENT HELP

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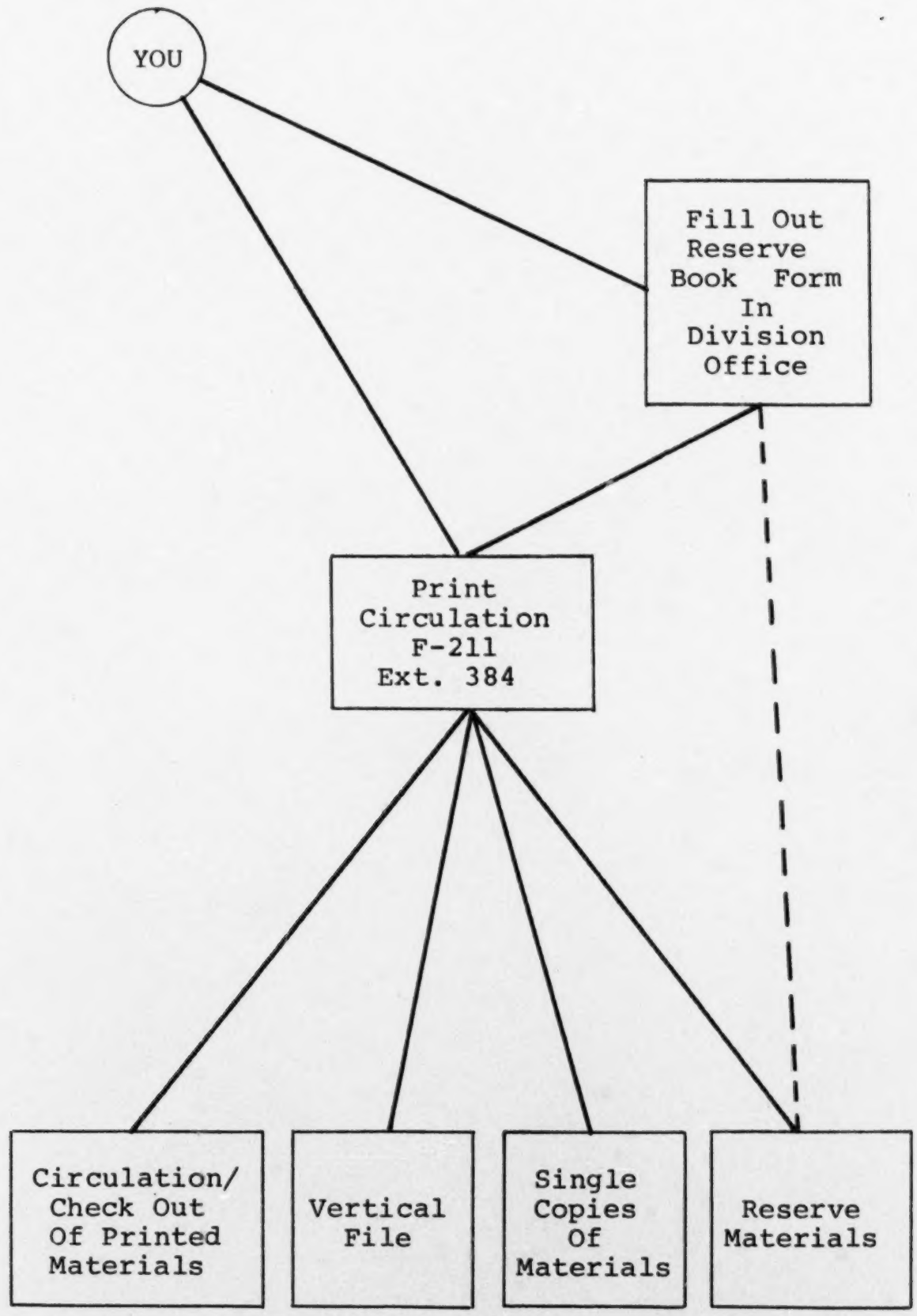
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Fill Out Reserve Book Form In Division Office
Print Circulation F-211 Ext. 384
Circulation/ Check Out Of Printed Materials
Vertical File
Single Copies Of Materials
Reserve Materials

CIRCULATION

REFERENCE/CIRCULATION LIBRARIAN
JOB DESCRIPTION

The reference/circulation librarian is responsible to the director of library services for the management and circulation of the library collection.

This individual:

A. Administers activities of the circulation department, which includes: Charging and discharging of material; shelving and orderly maintenance of stacks; sending overdue notices and billings; maintaining reserve book section; keeping statistics of circulation and patron use.

B. Supervises and directs non-professionals and student assistants in the department.

C. Schedules and maintains work records of student assistants.

D. Prepares semester and annual reports on use of collection and facilities by patrons.

E. Assists in selection of print materials and in reviewing of non-print materials.

F. Participates as a faculty member in meetings and committee work.

G. Attends meetings of professional associations.

H. Undertakes projects upon request of the director of library services.

REFERENCE/CIRCULATION LIBRARIAN
OBJECTIVES FOR 1971-72

I. Innovative

A. Participate in automation of circulation system.

This objective will be considered achieved when:

1. The planning is completed by June, 1972, if indicated by computer center feasibility study.

B. Staff reference desk in user area.

This objective will be considered achieved when:

1. A librarian is on duty eight hours each day.

C. Organize a vertical file from present materials, and institute a method of ordering new materials for file.

This objective will be considered achieved when:

1. The file is operational by September 15, 1971.

D. Assist in creation of other reference files.

This objective will be considered achieved when:

1. Course reference materials from each division are set up in a filing system by October 15, 1971.

2. Course outlines are included in the files as they become available; to be completed by February 15, 1972.

II. Problem Solving

A. Increase use of print materials for home use.

This objective will be considered achieved when:

1. Books borrowed per student reaches 3.0 (approximately 20% increase.

B. Continue efforts to involve students in making fullest use of library facilities.

This objective will be considered achieved when:

1. Library presentations have been made to appropriate classes.

II. Problem Solving (continued)

2. Attendance figures increase by 15%.

C. Initiate efforts to involve faculty in making fullest use of library facilities.

This objective will be considered achieved when:

1. An in-service program has been initiated.

2. Copy for a faculty handbook is completed by August 1, 1971.

3. Criteria for measuring faculty library use is established by October 1, 1971, and analyzed by June 30, 1972.

D. Seek to improve overdue process.

This objective will be considered achieved when:

1. Overdue routine is revised to include one notice and bill instead of three notices and bill.

2. One extra week is added to circulation time.

3. Some means of "accountability" is agreed upon with the student affairs area.

III. Routine

A. Make reference services available to users.

This objective will be considered achieved when:

1. All individual requests for instruction and help are fulfilled to the best extent possible with the resources available.

B. Supervise circulation procedures.

This objective will be considered achieved when:

1. Student assistants are trained to man circulation desk and maintain stacks.

2. Daily statistics are kept and book notices are sent as needed.

3. Books are placed on reserve at request of instructors within 24 hours of receipt of itemized list.

III. Routine (continued)

C. Submit semester and annual reports to the director of library services.

This objective will be considered achieved when:

1. Reports are completed one week after the end of each semester, and three weeks after the end of the academic year.

D. Participate in reviewing audiovisual materials for Booklist.

This objective will be considered achieved when:

1. Review sessions are attended.

E. Evaluate, in conjunction with the director of library services, appropriate classified staff for selection, promotion, retention, and non-retention.

F. Participate as a member of peer evaluation committee.

This objective will be considered achieved when:

1. Committee meets and reports as indicated in the procedural manual.

IV. Personal and Professional

A. Participate fully as a faculty member.

This objective will be considered achieved when:

1. Attending all meetings for faculty on campus.

2. Participating in at least one faculty committee.

B. Maintain active membership in professional organizations.

This objective will be considered achieved when:

1. Retaining membership in ALA and ILA.

2. Attendance of at least one professional conference.

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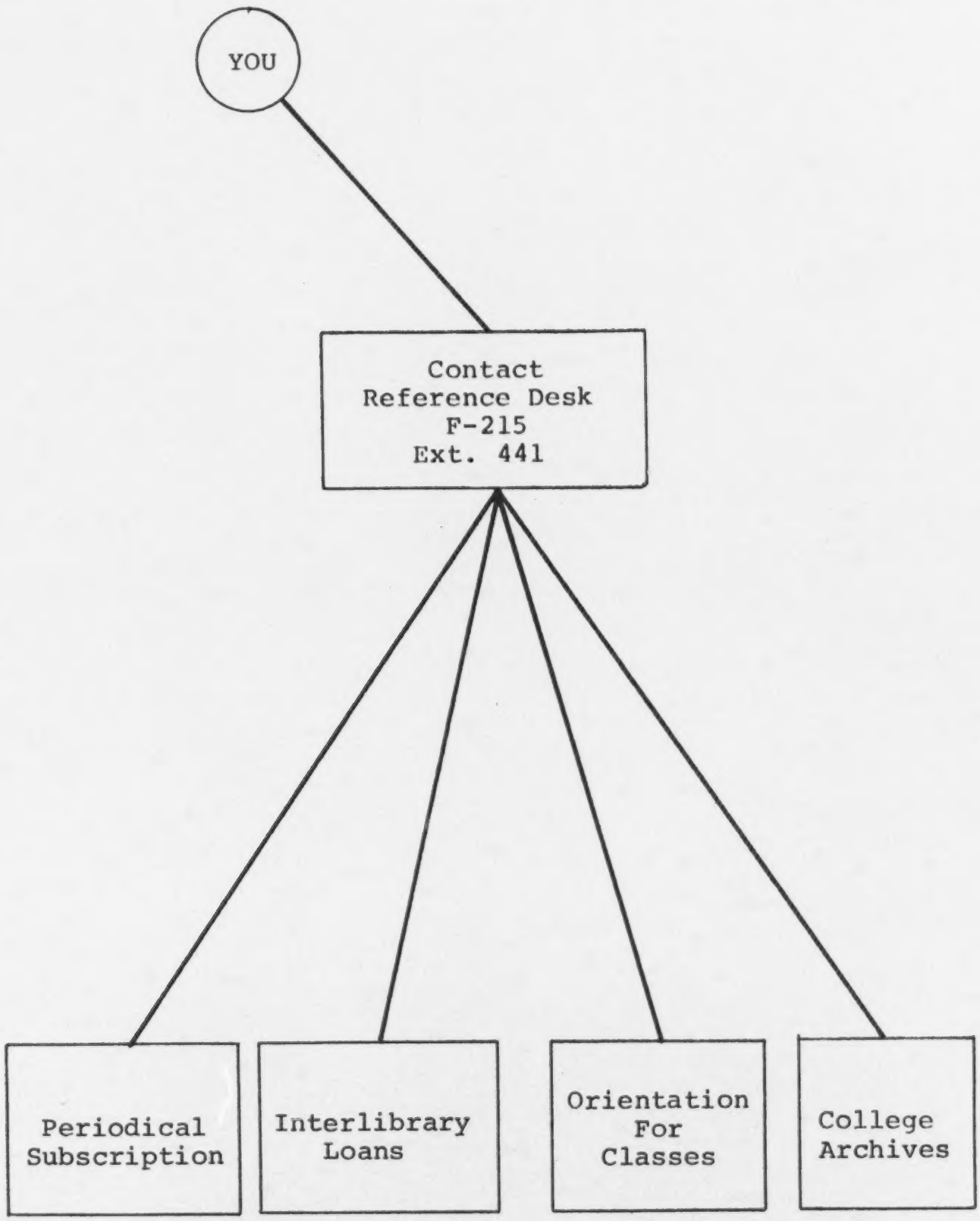

REFERENCE & PERIODICALS

REFERENCE/PERIODICAL LIBRARIAN
JOB DESCRIPTION

The reference/periodical librarian is directly responsible to the director of library services for giving reference service to the college, community, and for maintenance of the periodical collection.

This individual:

A. Interprets library reference tools to users.

B. Assists users in locating materials.

C. Guides individual students in correct research procedures.

D. Gives assistance to the faculty in curriculum development, bibliographies, and literature searches.

E. Gives group instruction in library use as requested.

F. Selects material appropriate to the collection.

G. Maintains and encourages use of the Innovative Diffusion Center (I.D.C.).

H. Maintains the college archives.

I. Assists director of library services with faculty in-service programs pertaining to the LRC.

J. Manages interlibrary loans.

K. Maintains the periodical collection by:

1. Supervising the placement of new and renewal subscriptions, checking in of issues, and maintenance of periodicals list.

2. Coordinating the acquisition of missing issues and back issues through exchange or purchase.

3. Supervising periodical binding preparation and receipt.

REFERENCE/PERIODICAL LIBRARIAN
JOB DESCRIPTION
-continued-

L. Approves payment for subscriptions.

M. Encourages faculty participation in the selection of new periodicals and evaluation of present holdings.

N. In conjunction with the director of library services, evaluates the periodical collection for possible elimination of some subscriptions.

O. Participates in professional organizations and meetings.

P. Performs other duties as might be assigned by the director of library services.

REFERENCE/PERIODICAL LIBRARIAN
OBJECTIVES FOR 1971-72

I. Innovative

A. Plan and create, in cooperation with appropriate LRC staff, a student library orientation presentation for classroom and individual use.

This objective will be considered achieved when:

1. Script and organization are completed by July 30, 1971.

2. Production is ready for use by September 15, 1971.

B. Plan and create, in cooperation with appropriate LRC staff, specialized library presentations for classroom and individual use.

This objective will be considered achieved when:

1. At least one presentation is ready for use by February, 1972.

C. Plan for automated serials handling.

This objective will be considered achieved when:

1. If indicated by the computer center feasibility study, plans are completed by June 30, 1972.

D. In cooperation with other LRC reference staff, develop course files.

This objective will be considered achieved when:

1. Course reference materials from each division are set up by October 15, 1971.

2. Course outlines to be included as they become available to be completed by February 15, 1972.

II. Problem Solving

A. Increase use of library book material.

This objective will be considered achieved when:

1. Books borrowed per student increases from 2.8 to 3.0.

II. Problem Solving (continued)

B. Involve students in making fullest use of the library facilities.

This objective will be considered achieved when:

1. Library presentations have been made to appropriate classes.

2. All individual requests for instruction are fulfilled.

3. Attendance figures are increased by 15%.

C. Initiate efforts to involve faculty in making fullest use of the library facilities.

This objective will be considered achieved when:

1. An in-service program for administration and faculty is initiated as opportunity arises.

2. Copy for LRC handbook of services for the staff is ready by August 1, 1971.

3. A subject listing of periodicals is distributed by February 15, 1972.

4. Faculty requests for library presentation have increased by 20%.

5. Criteria for measuring faculty library use is established by October 1, 1971, and analyzed by June 30, 1972.

D. Gain more control over the unbound issues of periodicals.

This objective will be considered achieved when:

1. Most unbound issues are put in temporary storage binders by December 1, 1971.

E. Have reference service available to all users.

This objective will be considered achieved when:

1. A reference librarian (only duty) is on duty eight hours a day.

2. All individual requests for help are fulfilled to the best extent possible with the resources available.

III. Routine

A. Maintain the periodical collection.

This objective will be considered achieved when:

1. Periodicals are checked in and shelved when received, subscriptions are renewed on time, new subscriptions are placed in November and May, and bindery orders sent out at least four times per year.

B. Evaluate, in conjunction with director of library services, appropriate classified staff for selection, promotion, retention, and non-retention.

This objective will be considered achieved when:

1. Recommendations are forwarded by required dates.

C. Participate as a member of peer evaluation committee.

This objective will be considered achieved when:

1. Committee meets and reports as indicated in the procedural manual.

IV. Personal and Professional

A. Continue to serve as the LRC representative to the Harper College Faculty Senate.

This objective will be considered achieved when:

1. Meetings are attended as scheduled.

B. Attend at least one professional meeting this year.

This objective will be considered achieved when:

1. ILA meeting in October is attended.

C. Maintain membership in at least one professional organization.

This objective will be considered achieved when:

1. 1972 dues to either ILA or ALA are paid.

IV. Personal and Professional (continued)

D. Continue as a member of a reviewing group for audio-visual materials for Booklist.

This objective will be considered achieved when:

1. Review sessions are attended as scheduled.

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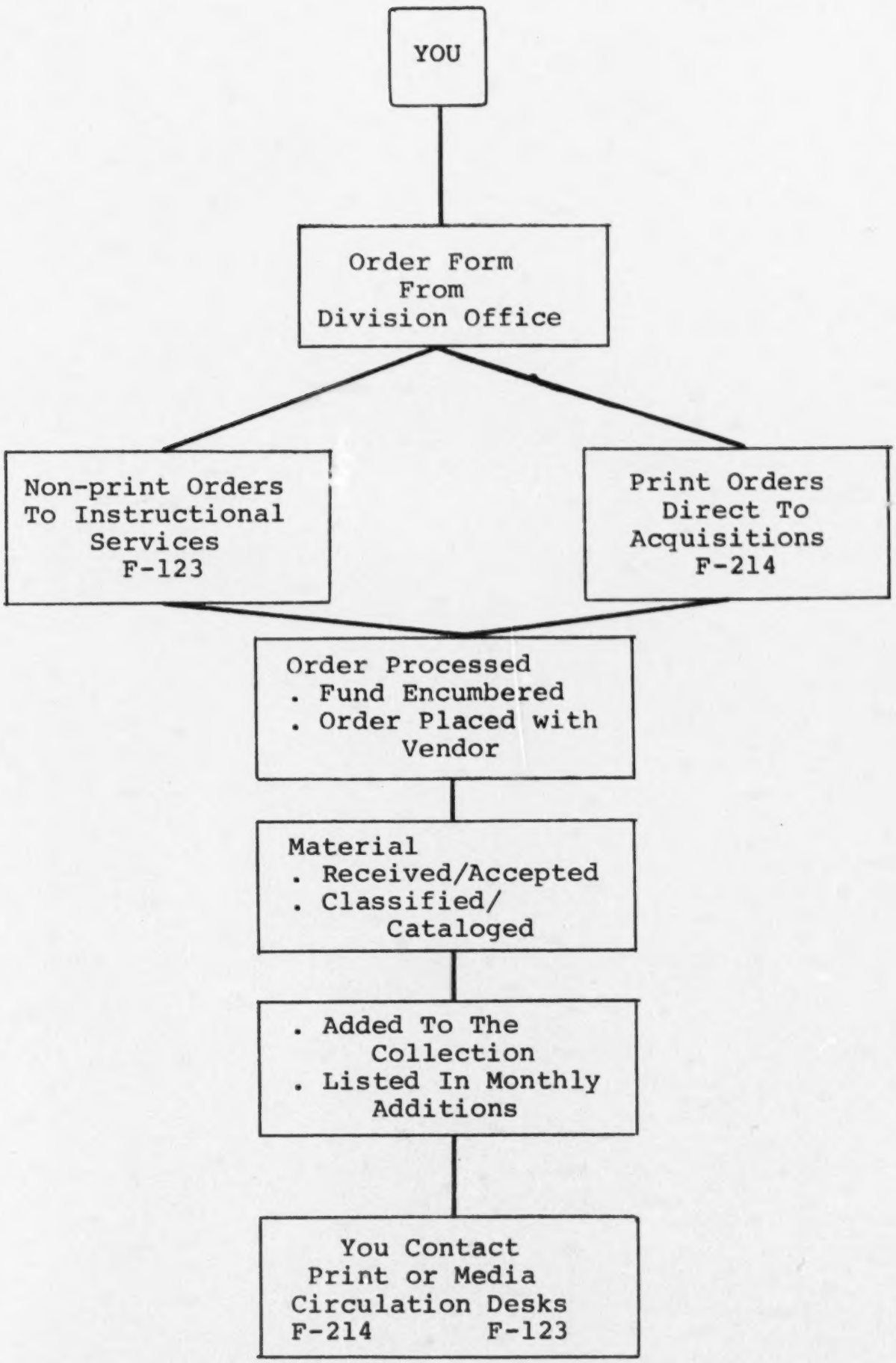


ACQUISITIONS & CATALOGING

ACQUISITIONS LIBRARIAN
JOB DESCRIPTION

The acquisitions librarian is directly responsible to the director of library services for the ordering, receiving and paying of library materials. He will also work with faculty and library staff in collection building.

This individual:

A. Receives material requests and supervises the checking of these requests in the library files.

B. Supervises and assists in the identification and verification of the materials requested.

C. Supervises the assembling and placing of library material orders.

D. Supervises the maintenance of the in-process and order files.

E. Supervises the checking-in of materials received and verifies bills and invoices.

F. Solves problems which arise in bills, invoices and orders received.

G. Supervises the replacement of lost materials and the addition of multiple copies.

H. Searches for needed out-of-print materials.

I. Aids and encourages the faculty and library staff in the selection of materials.

J. Maintains a balanced collection.

K. Assists the director of library services in allocating and overseeing the spending of the library materials budget.

L. Attends appropriate staff meetings and serves on appropriate faculty committees.

M. Participates in appropriate professional organizations.

N. Performs other duties as might be assigned by the director of library services.

CATALOGING LIBRARIAN
JOB DESCRIPTION

The cataloging librarian is directly responsible to the director of library services for the development and growth of the learning resources collection.

This individual:

A. Directs cataloging processes of the learning resources collection.

B. Directs cataloging and processing aspects of computerized cataloging system.

C. Supervises the maintenance of the learning resources catalogs.

D. Assists in book selection.

E. Assists in giving library orientation lectures and other specialized instruction.

F. Works with the media circulation library in respect to circulation of uncataloged material.

G. Compiles supplementary lists of audiovisual materials.

H. Supervises and directs non-professionals and student assistants in the department.

I. Participates in library automation project with acquisitions librarian and computer programmers.

J. Participates as a faculty member in meeting and committee work.

K. Prepares annual report and/or other reports as requested by the director of library services.

L. Supervises the inventory of the resources collection periodically.

M. Participates in professional organizations.

N. Assumes other responsibilities as designated or delegated by the director of library services.

ACQUISITIONS LIBRARIAN
OBJECTIVES FOR 1971-72

I. Innovative

A. Assist in cooperative efforts for the development of automated library services.

This objective will be considered achieved when:

1. Ordering of instructional materials by computer is begun by June 30, 1972.

2. Planning for automated serials handling is completed by June 30, 1972, if indicated by the computer center feasibility study.

B. Plan and create, in conjunction with the director of library services, a library materials selection policy governing all acquisitions.

This objective will be considered achieved when:

1. The LRC advisory council has given its approval by June 30, 1972.

II. Problem Solving

A. Assist in budget allocation for library materials to divisions.

This objective will be considered achieved when:

1. Nine divisional allocations are being maintained by October 15, 1971.

2. Divisional representatives are being assisted in the expenditure of their budgets as set in operation by LRC advisory council.

3. Supervise the expenditure of the 900 (library) divisional account.

4. System is operating fully when all ordering (books and media) is by computer, by June 30, 1972, if indicated by the computer center feasibility study.

B. Aid in the creation of an LRC handbook for faculty.

This objective will be considered achieved when:

1. Copy is completed by August 1, 1971.

II. Problem Solving (continued)

C. Determine the extent of faculty involvement in initiating materials orders and attempt to establish means by which this involvement can be increased.

This objective will be considered achieved when:

1. Appropriate record-keeping has been established and analyzed by June 30, 1972.

D. Assist the director of library services with administration and faculty orientation and other in-service programs.

This objective will be considered achieved when:

1. Accomplished as opportunities arise.

III. Routine

A. Encumber 90% of the materials budget by April 15, 1972.

This objective will be considered achieved when:

1. The acquisitions department places orders approximately totaling 10% of budget per month.

B. Maintain a current status in placing all requests for materials.

This objective will be considered achieved when:

1. All order requests are processed by acquisitions department within two weeks of their receipt.

C. Maintain an audiovisual materials in-process list.

This objective will be considered achieved when:

1. The list is forwarded bi-weekly to the instructional services circulation desk.

D. Prepare an annual report.

This objective will be considered achieved when:

1. The report is submitted to the director of library services by June 30, 1972.

III. Routine (continued)

E. Evaluate, in conjunction with the director of library services, appropriate classified staff for selection, promotion, retention and non-retention.

This objective will be considered achieved when:

1. The recommendations are forwarded by required dates.

F. Participate as a member of the peer evaluation committee.

This objective will be considered achieved when:

1. The committee meets and reports as outlined in the procedural manual.

IV. Personal and Professional

A. Maintain membership in one and join another professional organization.

This objective will be considered achieved when:

1. Dues are paid to ALA and membership is established in ILA.

B. Attend one or more professional meetings during the academic year.

This objective will be considered achieved when:

1. ILA, ALA-midwinter, or ALA conference is attended.

C. Serve as a member of a reviewing group for audiovisual materials for Booklist.

This objective will be considered achieved when:

1. Review sessions are attended as scheduled.

D. Serve on appropriate college committees.

This objective will be considered achieved when:

1. Meetings are attended as scheduled.

CATALOGING LIBRARIAN
OBJECTIVES FOR 1971-72

I. Innovative

A. Plan and implement conversion of audiovisual catalog shelf list of materials to computer.

This objective will be considered achieved when:

1. Implemented by December 1, 1971.

B. Integrate media collection on to microfilm catalog.

This objective will be considered achieved when:

1. Operational by January 1, 1972.

C. Assist in the planning for future phases of automation project.

This objective will be considered achieved when:

1. Future phase planning begins at various specified times, if indicated by computer feasibility study.

II. Problem Solving

A. Study methods of keeping current with flow of materials.

This objective will be considered achieved when:

1. By periodic reevaluation of processing output.

B. Seek to improve microfilm catalog operation.

This objective will be considered achieved when:

1. All reader units are maintained in operating condition.

2. Catalog is updated on a monthly schedule.

C. Assist with faculty orientation and other in-service programs.

This objective will be considered achieved when:

1. Accomplished as opportunities arise.

III. Routine

A. Increase book collection to 50,000 volumes.

This objective will be considered achieved when:

1. Met by June 16, 1972.

B. Increase media collection by 3,300 pieces of material.

This objective will be considered achieved when:

1. Met by June 16, 1972.

C. Submit semester reports on cataloging figures to the director of library services.

This objective will be considered achieved when:

1. Report is completed and sent to the director of library services one week after the end of each semester.

D. Prepare an annual report of cataloging progress for the director of library services at the end of the academic year.

E. In conjunction with the director of library services, evaluate cataloging department clerical staff for promotion, rating, etc.

F. Evaluate and be evaluated in conjunction with other LRC faculty, for promotion, tenure, retention, etc.

This objective will be considered achieved when:

1. Recommendations are forwarded as per college procedural manual and inclusive deadlines.

IV. Personal and Professional

A. Participate in faculty activities on campus.

This objective will be considered achieved when:

1. By membership and participation on at least one faculty committee.

B. Enhance professional growth.

This objective will be considered achieved when:

1. Membership is retained in at least three profes-

IV. Personal and Professional (continued)

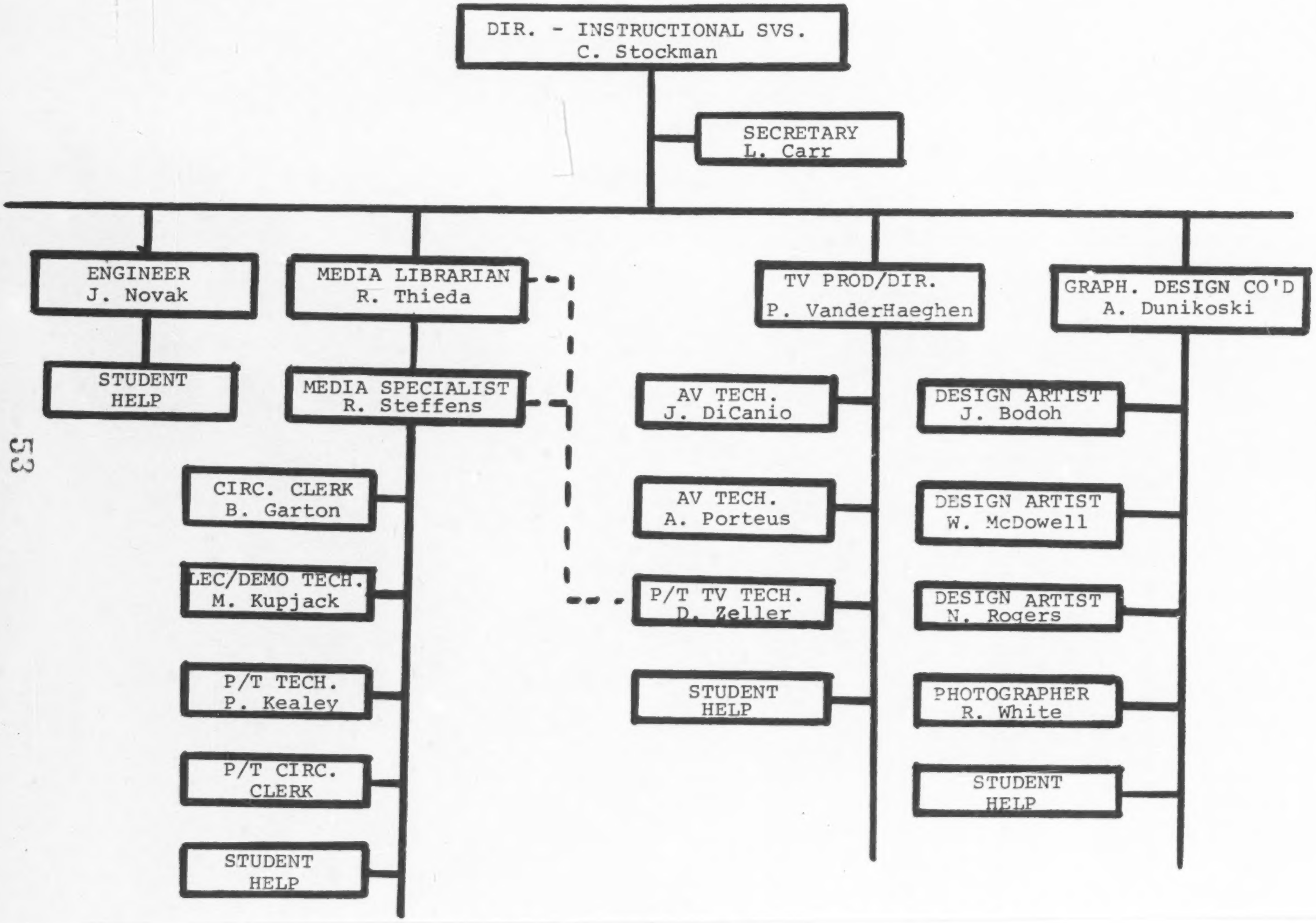
1. sional organizations (The American Library Association, The Illinois Library Association, and The Association for Educational Communications and Technology).

2. Attend at least one organization meeting during the year.

C. Participate as a member of the reviewing committee for audiovisual materials for Booklist Magazine.

This objective will be considered achieved when:

1. Review sessions are attended.


DIR. - INSTRUCTIONAL SVS.
C. Stockman
SECRETARY
L. Carr
ENGINEER
J. Novak
MEDIA LIBRARIAN
R. Thieda
TV PROD/DIR.
P. VanderHaeghen
GRAPH. DESIGN CO'D
A. Dunikoski
STUDENT
HELP
MEDIA SPECIALIST
R. Steffens
AV TECH.
J. DiCanio
DESIGN ARTIST
J. Bodoh
CIRC. CLERK
B. Garton
AV TECH.
A. Porteus
DESIGN ARTIST
W. McDowell
LEC/DEMO TECH.
M. Kupjack
P/T TV TECH.
D. Zeller
DESIGN ARTIST
N. Rogers
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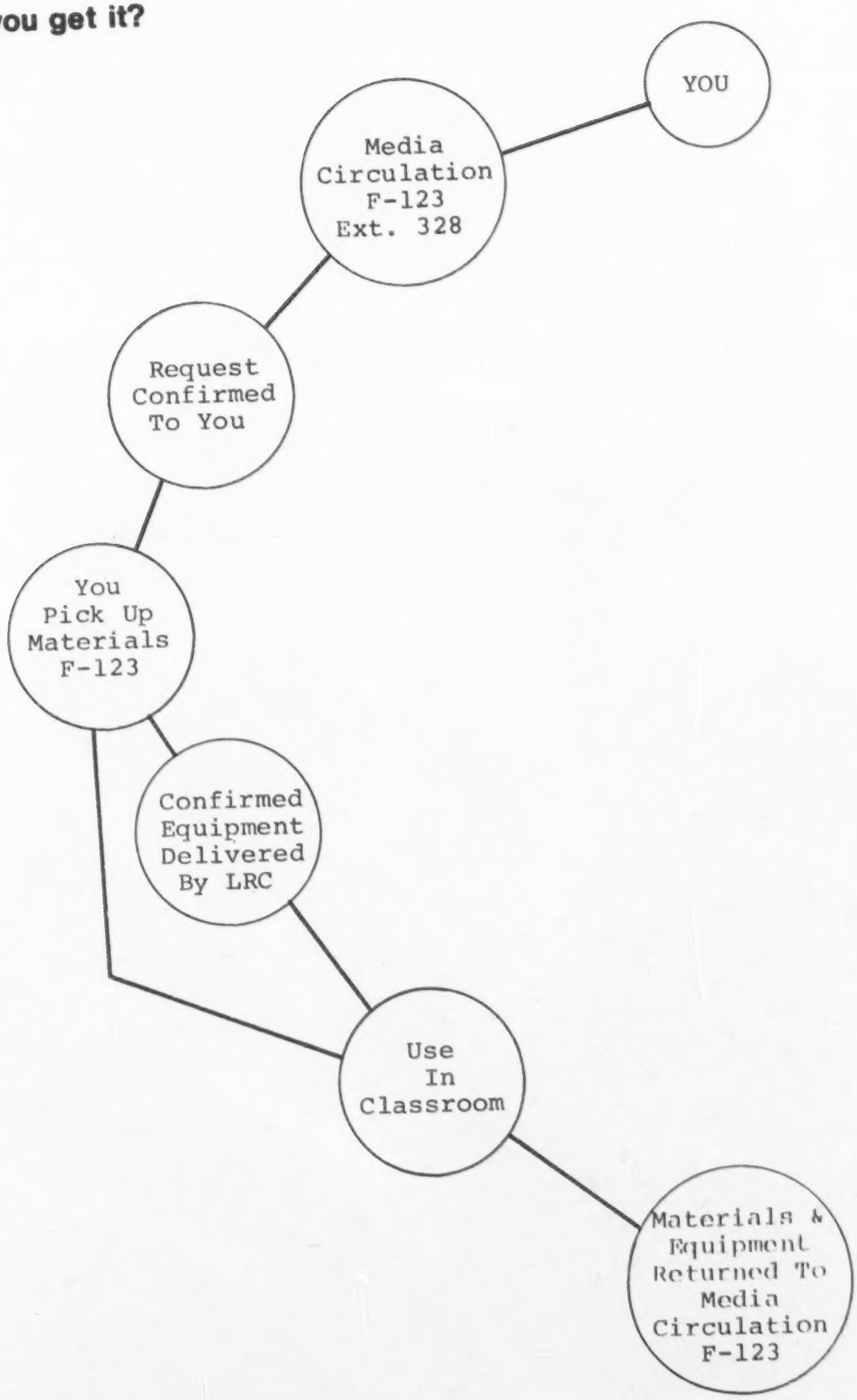

YOU
Media Circulation F-123 Ext. 328
Request Confirmed To You
You Pick Up Materials F-123
Confirmed Equipment Delivered By LRC
Use In Classroom
Materials & Equipment Returned To Media Circulation F-123

MEDIA CIRCULATION

MEDIA CIRCULATION LIBRARIAN
JOB DESCRIPTION

The media circulation librarian of instructional services is responsible to the director of instructional services for performance of the following duties.

This individual:

A. Assists the director of instructional services in carrying out the educational programs as delegated to LRC. Implements the circulation services for those programs as defined by the director of instructional services.

B. Plans and supervises circulation in-service training programs for the faculty and students, introducing them to available instructional service media and materials throughout the academic year.

C. Supervises circulation staff.

D. Prepares and submits applicable demands for budget development.

E. Approves expenditures in budget accounts in the areas of film rental, AV material purchase, and audiovisual hardware.

F. Suggests alternations in the circulation system and refinement of operating procedures to improve on-going functions.

G. Evaluates instructional services personnel employed in circulation - with regard to job performance, advancement, or pay increases.

H. Develops circulation reports at the end of each semester.

I. Assists the director of instructional services in on-going discussions of circulation related problems.

J. Attends and represents circulation area of instructional services at appropriate college meetings.

MEDIA CIRCULATION LIBRARIAN
JOB DESCRIPTION
-continued-

K. Encourages development and use of self-instructional materials and programs.

L. Integrates newly processed materials - whether gifts or purchased into permanent collection through presentation of lists and current catalog entries to faculty and students.

M. Joins and participates in appropriate national (AECT, ex-DAVI) and state (IAVA) associations.

N. Accepts other assignments designated by the instructional services director.

MEDIA SPECIALIST
JOB DESCRIPTION

The media specialist is responsible to the media circulation librarian for performing the following duties.

This individual:

A. Assists the media circulation librarian in implementing circulation services and procedures for those programs defined by the director of instructional services.

B. Coordinates development and implementation of any on going in-service training program for students and faculty in the areas of media and equipment utilization, use procedures and TV distribution.

C. Coordinates the operation of the lecture/demo areas.

D. Supervises the scheduling and distribution of TV programs.

E. Consults with faculty and instructional services staff on ways to refine circulation and distribution, organization and procedures.

F. Assists the media circulation librarian in making equipment and material requests and purchase recommendations.

G. Assists in evaluating student personnel, AV technicians and lecture/demo technicians involved in equipment, and program distribution, especially as this distribution pertains to the lecture/demo centers.

H. Assists in compiling and evaluating monthly and semester circulation and distribution reports on lecture/demo utilization, TV distribution and tape duplication.

I. Periodically discusses circulation and distribution problems with the media circulation librarian.

MEDIA SPECIALIST
JOB DESCRIPTION
-continued-

J. Represents the circulation and distribution areas at appropriate college meetings.

K. Supervise the maintenance of the collection annually.

L. Facilitates local production of auto-tutoral programs by the faculty.

M. Maintain membership in professional organizations on the national, state and local level.

N. Accept other duties assigned by the media circulation librarian. In addition to the above duties, the media specialist is also responsible to the director of instructional services for implementing any special projects that may be assigned.

MEDIA CIRCULATION LIBRARIAN
OBJECTIVES FOR 1971-72

I. Innovative

A. Carry out support services to the independent student center (F132) and A-T lab operations (D261).

This objective will be considered achieved when:

1. Permanent AV equipment installed in a minimum of 40 carrels. Target date September 15, 1971, pending prompt ordering and receipt of new equipment.

2. A-T lab operations dependent on expressed faculty utilization. Interview response to be complete by February 1, 1972.

B. Work to encourage increased student use of F-123 self-study areas.

This objective will be considered achieved when:

1. There is a 15% increase in recorded daily head-count statistics over the year earlier period. This data will be incorporated in the semester reports.

C. Assist in presentation of in-service material for academic area of college following the schedule listed below:

This objective will be considered achieved when:

1. Fall Orientation - all full-time and part-time faculty have been exposed to an instructional services presentation by September 20, 1971.

2. Student Orientation - student workers (internal) and general students at large are informed of instructional services role and possibilities at 1) general orientation; 2) specific transaction periods.

3. Staff Orientation - 70% of the permanent staff are informed of instructional services internal procedures.

I. Innovative (continued)

4. Division Areas - Faculty will be exposed to services explanation at regularly scheduled meetings before February 1, 1972.

   Such exposure will be reflected in semester reports.

5. Large Group Area - 90% of new faculty assigned to lecture/demo areas in 1) in-service workshops; 2) exposure to the Lecture/Demo Multimedia Systems Instructors Manual.

D. Develop procedure for channeling non-print internal productions, deemed of permanent value to the catalog department.

   This objective will be considered achieved when:

   1. Clarification and implementation of procedures has been approved by September 15, 1971.

E. Establish and specify divisional allocations of LRC (instructional services) non-print budget accounts.

   This objective will be considered achieved when:

   1. Recommendations have been received from the divisions or appropriate committees and forwarded to the director of instructional services and approved by the dean of learning resources at the earliest possible date.

II. Problem Solving

A. Assist in preparation of data used in on-going implementation of the LRC automation project if so indicated by the computer feasibility study.

   This objective will be considered achieved when:

   1. The media collection is included in the microcartridge on or before December 31, 1971 and/or as the director of instructional services' expressed informational needs are satisfactorily met.

B. Review, evaluate and suggest modifications (where deemed necessary) of existing circulation procedures for fall, 1971.

   This objective will be considered achieved when:

   1. AV material and equipment throughout the campus -

II. Problem Solving (continued)

1. The media specialist and I have reviewed and evaluated existing procedures before August 15, 1971. A review and discussion with the director of instructional services will take place before February 1, 1972.

2. Lecture/demo and TV distribution (electronic distribution) - operational procedures allow for a maximum 5% error occurring no later than December 1, 1971.

C. Establish areas for effectively housing instructional services materials.

This objective will be considered achieved when:

1. Necessary reorganization of the housing areas has been completed by September 1, 1971.

D. Advise the director of instructional services of budgetary, staff and faculty/student problems and possible solutions as they arise.

This objective will be considered achieved when:

1. Satisfactory resolution of on-going problems as they arise measured by quarterly discussion of existing problems as compared to the year earlier situations.

E. Modify faculty/student notification system for more efficient return of circulated equipment/materials to circulation area - this to be done in conjunction with the library overdue system revision.

This objective will be considered achieved when:

1. Procedures are implemented controlling equipment/material return.

F. Assist the director of planning and development of greater idea interchange and actively participate in process of bringing about greater understanding between agencies in instructional services.

This objective will be considered achieved when:

1. Injection of all pertinent information in on-going discussions, seminars and retreats called by the director of planning and development.

III. Routine

A. Gather and collect support data for budgetary planning and semester reports on circulation operation.

This objective will be considered achieved when:

1. Instructional services has met dates established by the dean of learning resources. This means submission of completed reports one week after the semester's end.

B. Carry out existing budgetary and requisition procedures which ensure adequate control of rental and purchase areas.

This objective will be considered achieved when:

1. Appropriate accounts have been fully encumbered but not exceeded by April 30, 1972, or other dates set up by the business services office.

C. Assist in evaluation of non-professional and student staff members in the circulation area.

This objective will be considered achieved when:

1. Director of instructional services' acceptance of submitted evaluation materials as requested.

D. Meet performance goals as enumerated for following services:

This objective will be considered achieved when:

1. Material and Equipment Circulation - 60% use during 1971-72 academic year of purchased 16mm films.
   - 70% use of AV media formats.
   - 90% use of TV videotape.
   - 95% media and delivery efficiency as reported by June 30, 1972.

2. 16mm Film Rental - 2% ordering, use and return error during school year.
   - 100% dispatch of possible faculty notification of confirmation.
   - 100% dispatch of film arrival slips, and utilization of telephone clarification in all cases where confusion or question of notification by campus mail exists.

III. Routine (continued)

3. AV Material Purchase Requests - 95% orders received in instructional services office correctly prepared for placement and sent to library for actual order placement. Checked monthly and reviewed each semester by staff and faculty who placed orders.

E. Actively seek involvement in Harper faculty and administrative committees and staff group meetings.

This objective will be considered achieved when:

1. Attendance at 90% of committee and staff meetings is met.

F. Serve on various ILA, IAVA, ALA committees as requested.

G. Assist in support provision to GT-70 where applicable.

This objective will be considered achieved when:

1. Accomplished with satisfactory fulfillment of requests.

H. Join appropriate professional associations and attend annual conventions.

This objective will be considered achieved when:

1. Accomplished with membership in AECT, IAVA, and ILA. Also plan to attend at least one state meeting and hopefully, one national meeting during the 1971-72 school year.

I. Continue as active member of Booklist AV material evaluation committee.

This objective will be considered achieved when:

1. Responding to specific meeting requests and attendance at specified sessions is met.

MEDIA SPECIALIST
OBJECTIVES FOR 1971-72

I. Innovative

A. Implement and support services to the Independent Center (F132) and A-T lab operations (D261).

This objective will be considered achieved when:

1. 40 carrels have been equipped with audiovisual equipment by September 15, 1971, pending prompt ordering and shipping of new equipment.

2. A-T lab operations dependent on expressed faculty utilization. Interview response with all division chairmen and at least one interested faculty member from each division by February 1, 1972.

B. Encourage increased student use of F130 - Self-study areas.

This objective will be considered achieved when:

1. The semester headcount statistics reflect a 15% increase over last year's figures.

C. Participate in meetings among the various instructional services agencies and personnel to increase communications of roles, functions, procedures and problems.

This objective will be considered achieved when:

1. At least two such meetings are attended monthly.

D. Assist the media librarian in reviewing, clarifying and suggest modification of circulation procedures for fall, 1971.

E. Assist the director of instructional services in the preparation of in-service material for the academic areas of the college as follows:

This objective will be considered achieved when:

1. Fall Orientation - the LRC script has been revised and submitted to graphic design coordinator by July 31, 1971.

2. Student Orientation - 1) instruction sheets are written for the use of carrel positions in F132

I. Innovative (continued)

2. and D261 by September 15, 1971; 2) 70% of student aides are familiar with all media and equipment utilization and circulation procedures by same date.

3. Faculty Orientation - assisting the media librarian by attending divisional meetings and explaining the equipment and electronic diffusion services is met by February 1, 1972.

4. Lecture/Demo Orientation - all new faculty members have had an opportunity to operate the electronic podium in this area as well as all senior faculty members interested by September 30, 1971.

F. Assist the media librarian in developing procedures for cataloging non-print locally produced materials considered of permanent value.

This objective will be considered achieved when:

1. Approved by September 15, 1971.

G. Supervise the duplication of audio tapes if this function is agreed upon between the director of instructional services and media librarian.

This objective will be considered achieved when:

1. 95% of requests are done according to procedures.

H. Assist the media librarian in faculty/student notification system for efficient returns of overdue equipment or materials. To be done in conjunction with library services.

This objective will be considered achieved when:

1. Appropriate procedures are implemented controlling equipment/material return.

II. Problem Solving

A. Assist the media librarian in preparing data for the LRC automation project, if so indicated by the computer feasibility study.

This objective will be considered achieved when:

1. Media collection is included in the microcartridge by December 31, 1971.

II. Problem Solving (continued)

B. Review existing instructional services procedures and suggest changes to the director of instructional services.

This objective will be considered achieved when:

1. Existing and modified procedures are discussed in committee at the July 23, 1971 instructional services retreat. Recommendations will then be submitted in writing to the director of instructional services by August 1, 1971.

2. Modified procedures permit 90% use of the existing videotape collection and equipment delivery error of a maximum of 5% by December 1, 1971. Also, a set-up and TV distribution error to the lecture/demo areas will not exceed 5% by the same date.

C. Assist the media librarian in improving and reorganizing the equipment and media storage area to increase accessibility.

This objective will be considered achieved when:

1. Necessary reorganization of the area has been completed by September 1, 1971.

D. Assist the media circulation librarian in establishing and recommending divisional allocations of LRC non-print budget accounts.

This objective will be considered achieved when:

1. Recommendations have been received from the divisions or appropriate committees and forwarded to the director of instructional services and dean of learning resources at the earliest possible date.

E. Learn the complete operation of the lecture/demo area and the electronic diffusion system.

This objective will be considered achieved when:

1. Any operation can be performed in a self-test situation by September 1, 1971.

II. Problem Solving (continued)

F. Devise a chart for matching correct lamps to respective AV equipment models.

This objective will be considered achieved when:

1. After consulting with lamp supplier and John Novak by July 30, 1971.

III. Routine

A. Assist the media librarian in preparing semester reports on the instructional services operation.

This objective will be considered achieved when:

1. Data fed to the director of instructional services one week after the end of each semester.

B. Assist in carrying out existing budgetary and requisition procedures which ensure adequate control of film rental and purchase.

This objective will be considered achieved when:

1. Accounts have been fully encumbered but not exceeded by April 30, 1972 or other dates established by the business services office.

C. Assist in evaluating non-academic instructional services personnel.

This objective will be considered achieved when:

1. Acceptance by the director of instructional services of submitted evaluation materials as requested.

D. Achieve the following utilization performance goals by June 30, 1972:

1. 60% use of 16mm films in the collection.

2. 70% use of other media formats (except videotape).

3. 90% use of cataloged videotapes in collection.

4. 95% media and equipment delivery efficiency.

5. 95% efficiency in satisfying lecture/demo requests.

III. Routine (continued)

E. Seek involvement in Harper committees deemed appropriate by the media librarian and director of instructional services.

This objective will be considered achieved when:

1. 90% of such meetings are attended.

F. Assist in providing support services to GT-70 meetings and network on request.

This objective will be considered achieved when:

1. Instructional services has completed scheduling of GT-70 needs as requested.

G. Attend appropriate professional conventions and meetings.

This objective will be considered achieved when:

1. Membership in AECT, IAVA and Suburban Audiovisual Roundtable is renewed and one meeting of each organization is attended during the 1971-72 year.

H. Take an annual inventory of all AV portable equipment.

This objective will be considered achieved when:

1. All items accounted for and inventory file is updated by the end of the first semester break.

I. Assist the media librarian in training student aides in instructional services operations.

This objective will be considered achieved when:

1. Evidenced by all aides being able to perform necessary functions in media circulation, distribution and operation by September 30, 1971.

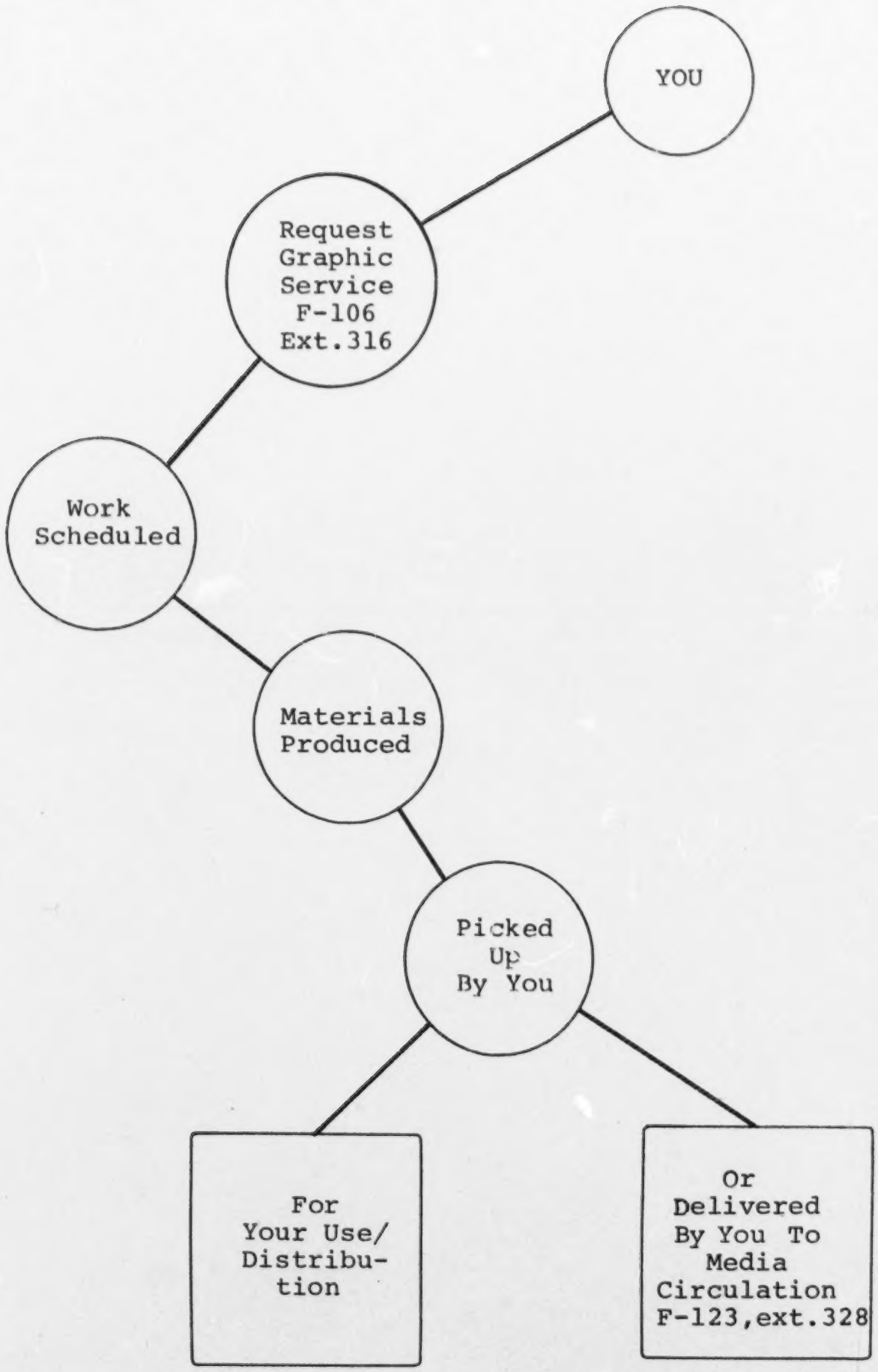
IV. Personal and Professional

A. Continue to update knowledge in the area of audiovisual communications.

This objective will be considered achieved when:

1. Accomplished by reading monthly journals of IAVA and AECT as well as attending meetings of same.

how do you get it?



GRAPHICS

GRAPHIC DESIGN COORDINATOR
JOB DESCRIPTION

The graphic design coordinator is responsible to the director of instructional services for planning, designing, and producing graphic materials for instructional and institutional use.

This individual:

A. Plans and implements graphic services to support the instructional programs of the college.

B. Coordinates institutional graphics.

C. Maintains and develops graphic standards for the college.

D. Plans and conducts in-service training in the local production of instructional materials.

E. Develops and produces self-instructional materials.

F. Creates an atmosphere of cooperation with the faculty by providing for on-going discussion of problems relating to graphics.

G. Plans, implements, and supervises the administrative procedures needed in order to provide graphic services to faculty and staff.

H. Plans for budget development and recommends budget allocations and expenditures in the graphics area.

I. Prepares production reports.

J. Reviews graphics personnel with regard to selection, tenure, promotion, rentention, and non-retention.

K. Represents graphics area at appropriate college meetings.

GRAPHIC DESIGN COORDINATOR
JOB DESCRIPTION
-continued-

L. Joins and supports state and national professional associations.

M. Assumes other responsibilities as designated or delegated by the director of instructional services.

GRAPHIC DESIGN COORDINATOR
OBJECTIVES FOR 1971-72

I. Innovative

A. Plan, design and develop a package of in-service programs for 1971-72 year.

Student orientation - General
Faculty orientation - LRC
Faculty in-service - Graphics
Faculty in-service - Library

This objective will be considered achieved when:

1. In-service plan is complete by August 1, 1971.

2. Student orientation package is completed by August 1, 1971.

3. Faculty orientation package is completed by August 27, 1971.

4. Package three is prepared according to the schedule outlined in the in-service plan.

B. Work to increase inter-institutional cooperation among Northern Illinois community colleges for exchange and use of instructional materials.

This objective will be considered achieved when:

1. The productional facility of each college has been visited during 1971-72.

C. Plan, design, and produce a faculty handbook outlining the mission and functions of LRC.

This objective will be considered achieved when:

1. The package is published and distributed to all staff by September 7, 1971.

D. To plan and operate a system whereby the use of graphics in the instructional process may be evaluated.

This objective will be considered achieved when:

1. A review of these procedures with written recommendations are made to the director of instructional services at end of the semester.

II. Problem Solving

A. Coordinate existing procedures, create new ones, and develop implementation plans.

This objective will be considered achieved when:

1. A review of these procedures with written recommendations are made to the director of instructional services at end of the semester.

B. Review and discuss personnel, faculty service, equipment and material problems as they arise.

This objective will be considered achieved when:

1. Graphics has had a weekly staff meeting during the academic year.

C. To design and produce graphic materials within a mutually specified time frame (deadline).

This objective will be considered achieved when:

1. 90% of all required dates (deadlines) are met.

III. Routine

A. Prepare and gather data for budget development and general output reports as well as other reports required by the director of instructional services.

This objective will be considered achieved when:

1. General report data has been forwarded to the director of instructional services one week after the end of each semester.

2. Graphics has met budget and report data dates established by the director of instructional services.

B. Assist the director of instructional services in the production of graphic materials representing "Man and His Environment" for the midwest region media exchange seminar.

This objective will be considered achieved when:

1. A minimum of 20 slides a week are produced (following a master schedule).

III. Routine

C. Increase graphic production.

This objective will be considered achieved when:

1. Graphic production has increased 10% beyond the 1970-71 basic line.

D. Evaluate graphics personnel.

This objective will be considered achieved when:

1. All non-academic personnel are reviewed as per personnel requirements and indicated dates.

E. Increase production skills of graphic personnel through training programs during 1971-72 year.

This objective will be considered achieved when:

1. Personnel have been through a minimum of five training programs during the academic year.

F. Provide support services to GT-70 meetings and network.

This objective will be considered achieved when:

1. GT-70 graphic needs have been scheduled and completed accordingly.

IV. Personal and Professional

A. Become involved in Harper Committees.

This objective will be considered achieved when:

1. 90% of the committee meetings have been attended.

B. Join national and state professional organizations.

This objective will be considered achieved when:

1. I have joined at least one national and one state professional organization.

C. Attend annual conventions where appropriate.

This objective will be considered achieved when:

1. I have attended at least one national (if funds available) and one state convention by the end of the academic year.

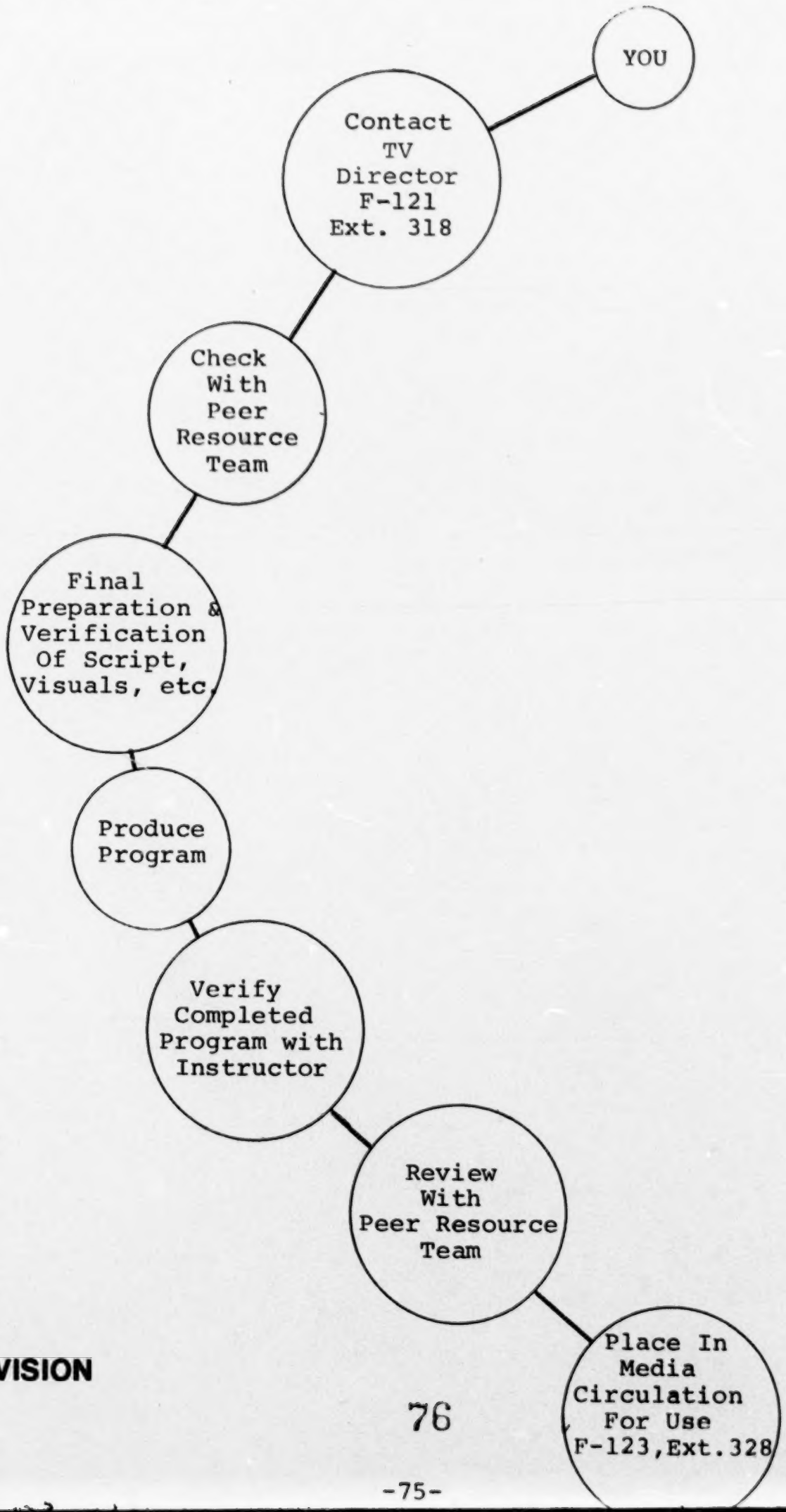
IV. Personal and Professional

D. Undertake graduate work offered by Northern Illinois University.

This objective will be considered achieved when:

1. I have completed at least one graduate course during this 1971-72 year.

how do you get it ?


YOU
Contact TV Director F-121 Ext. 318
Check With Peer Resource Team
Final Preparation & Verification Of Script, Visuals, etc.
Produce Program
Verify Completed Program with Instructor
Review With Peer Resource Team
Place In Media Circulation For Use F-123,Ext.328

TELEVISION

TELEVISION PRODUCER/DIRECTOR
JOB DESCRIPTION

The television producer/director is responsible to the director of instructional services for performing the following services as appropriate to the learning resources center for the college and community.

This individual:

A. Assists the director of instructional services in planning and organizing the educational programs of the college and to plan and implement the instructional services program and services to support these educational programs.

B. Implements the plans for in-service programs for academic faculty for the use of instructional television.

C. Coordinates activities of staff of instructional television to insure proper coordination of television production and distribution systems.

D. Develops procedures for instructional television that will blend with the other services of instructional services to faculty.

E. Assists the director of instructional services in the planning of the budget.

F. Reviews television personnel with regard to selection, promotion, retention, and non-retention with the director of instructional services.

G. Reviews the instructional television procedures through reports on production and program validation.

H. Recommends budget expenditures relative to instructional television and assists in its expenditure as per official budget adopted.

I. Provides an atmosphere for on-going discussion of problems relating to instructional television production.

TELEVISION PRODUCER/DIRECTOR
JOB DESCRIPTION
-continued-

J. Represents instructional services staff at appropriate college meetings.

K. Assists in the planning and direction of self-instructional materials related to instructional television.

L. Provides academic community with instruction in the area of radio/TV as requested.

M. Joins and supports professional associations.

N. Assumes other responsibilities as designated or delegated by the director of instructional services.

TELEVISION PRODUCER/DIRECTOR
OBJECTIVES FOR 1971-72

I. Innovative

A. Plan and direct development of in-service program for fall orientation relative to instructional television.

This objective will be considered achieved when:

1. The role of ITV has been presented to the faculty at: a) Faculty orientation by September 30, 1971; b) Divisional meetings by February, 1972.

2. There has been information provided on videotape on the use of the production facilities and PVTR through videotapes, through 4 ITV workshops, two a semester and at anytime requested.

B. Provide support services to the lecture/demo facilities.

This objective will be considered achieved when:

1. The technical quality level use of television during the coming year has been maintained and coordinated with the circulation section.

C. Assist the director of instructional services in the planning and implementation of the LRC automation project.

This objective will be considered achieved when:

1. Various data needed concerning instructional television is prepared and submitted to the director of instructional services as required.

D. Provide and support independent study facilities for ITV in the independent study area (F132).

This objective will be considered achieved when:

1. The design engineer has received needed input on needs for this system and ITV can provide programing for it by September 15, 1971. (Based on business office schedule.)

E. Assist the director of instructional services in organization of a Midwest Region Media Exchange Seminar for "Man and Environment" materials.

I. Innovative (continued)

This objective will be considered achieved when:

1. The needs of the "Man and Environment" have been successfully supported and assisted in organizing a conference by the end of 1971 in the midwest area.

II. Problem Solving

A. Coordinate existing procedures, create new ones, and develop implementation plans for instructional television.

This objective will be considered achieved when:

1. A review of procedures with the director of instructional services and coordination with other sections of instructional services have been established by September 1, 1971.

2. Procedures for utilization have been reviewed and changed where needed by September 1, 1971.

3. New procedures for determining the number of "passes" on a videotape have been developed and implemented by July 15, 1971.

B. Increase the community's awareness of Harper through work with the possibility of CATV entering the Harper district.

This objective will be considered achieved when:

1. These possibilities have been investigated and reported to the director of instructional services.

C. Review and discuss staff, budget, faculty service problems as they arise.

This objective will be considered achieved when:

1. Appropriate staff meetings scheduled by the director of instructional services have been attended and relative information conveyed to the ITV staff.

D. Develop a system of portable television production facilities in one-inch format, EIA-SYNC, color compatible, capable of easy transport to distant locations, rapid set up of equipment, and compatible with present system.

This objective will be considered achieved when:

II. Problem Solving (continued)

1. ITV needs have been referred to the design engineer and his report is completed by January 1, 1972.

E. Attempt to bring additional financial support into the TV facilities without additional cost to the college.

This objective will be considered achieved when:

1. Three possible sources of financial assistance from outside Harper College such as governmental agencies, industry, and commercial users of programing have been investigated and reported to the director of instructional services by May 1, 1972.

F. Attempt to determine effectiveness of videotape presentations.

This objective will be considered achieved when:

1. A system of testing and validation has been established with faculty that will determine the effectiveness of video productions by the end of the first semester of the 1971-72 year.

G. Develop new programs for Vo-Tech area of the college.

This objective will be considered achieved when:

1. Ten programs for the Vo-Tech area have been produced in the 1971-72 school year.

H. Develop a system for elimination of TV programs that are out-of-date or unused.

This objective will be considered achieved when:

1. Those programs not used during the 1971-72 year have been evaluated, interested instructors consulted, and unwanted programs removed from the collection by June 30, 1972.

III. Routine

A. Assist in the gathering of data for budget development.

This objective will be considered achieved when:

1. The needs for instructional television for the next fiscal year have been presented and reviewed with the director of instructional services at requested dates.

III. Routine (continued)

B. Assist the director of instructional services in the evaluation of the instructional television staff for selection, leaves, promotion, retention and non-retension.

This objective will be considered achieved when:

1. The information is presented and reviewed with the director of instructional services as per college timetables.

C. To meet the goal of the director of instructional services relative to television production.

This goal will be considered achieved when:

1. 60 television productions have been produced for the next year.

D. Prepare and submit to the director of instructional services semester reports on the instructional television operation.

This objective will be considered achieved when:

1. The reports are submitted to the director of instructional services within one week after the end of each semester.

IV. Personal and Professional

A. Become involved in Harper committees.

This objective will be considered achieved when:

1. 90% of the requested committee meetings have been attended.

B. Provide support services for GT-70 and network relative to TV.

This objective will be considered achieved when:

1. There has been a 30% increase in GT-70 "What's New" programs produced.

C. Join national and state professional organizations.

This objective will be considered achieved when:

1. At least one national and one state professional organization has been joined.

IV. Personal and Professional (continued)

D. Attend annual conventions where appropriate.

This objective will be considered achieved when:

1. At least one national and one state convention has been attended by the end of the academic year. (Attendance to both meetings contingent upon travel expense money available after budget re-evaluation.)

E. Assist the director of instructional services in organization of a Midwest Region Media Exchange Seminar for "Man and Environment" materials.

This objective will be considered achieved when:

1. The needs of the "Man and Environment" have been successfully supported and assisted in organizing a conference by the end of 1971 in the midwest area.

F. Meet with students in informal discussions anywhere on campus to determine their outlook towards situations relevant to their education.

This objective will be considered achieved when:

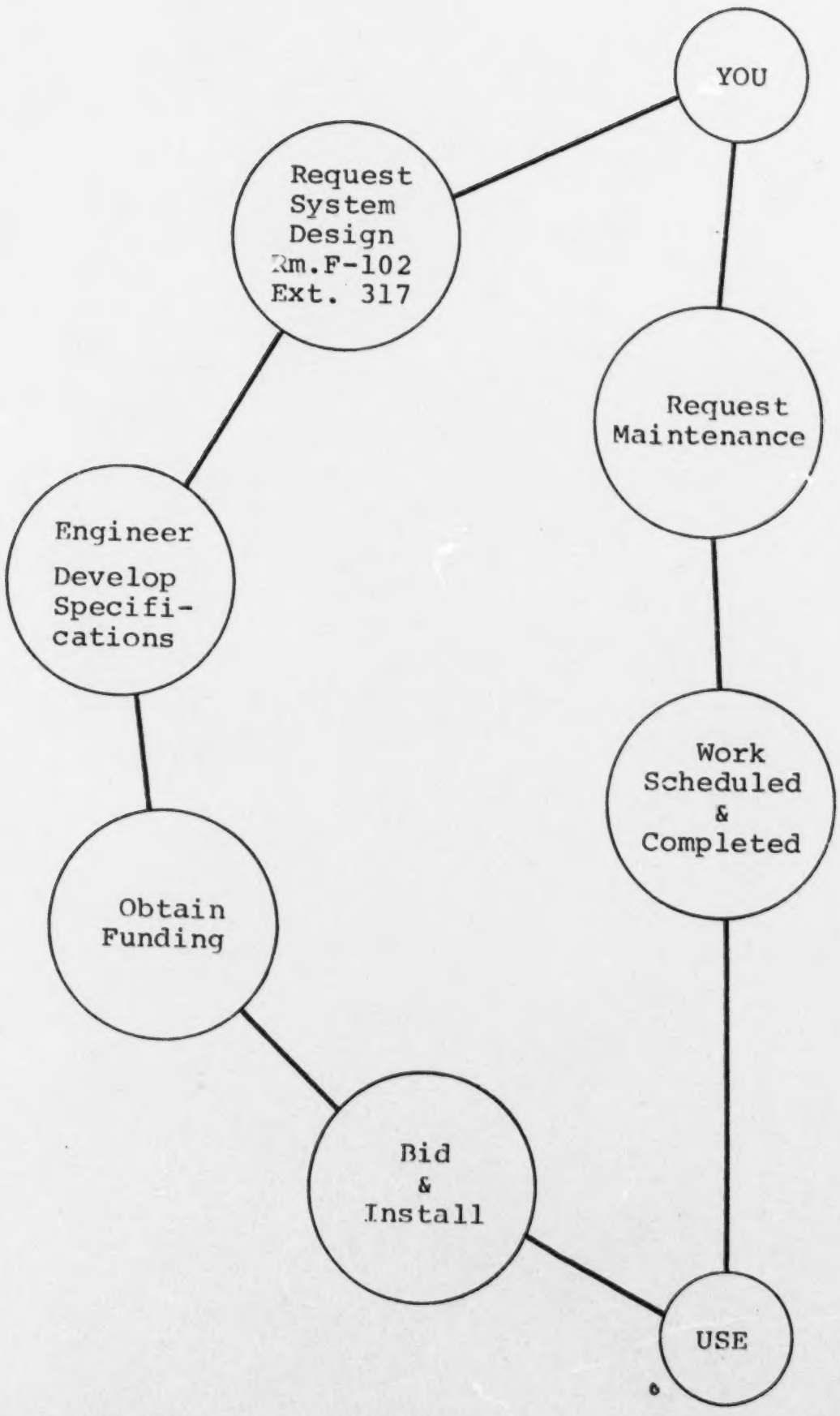
1. Weekly meetings have been attended with students for a minimum of one hour.

G. Continue education towards higher degree.

This objective will be considered achieved when:

1. At least one graduate level course has been attended.

how do you get it?



SYSTEM DESIGN & MAINTENANCE

ELECTRONIC ENGINEER
JOB DESCRIPTION

The electronic engineer is responsible to the director of instructional services for performing the following services.

This individual:

A. Consults with the director of instructional services, other staff and faculty on the technical aspects of electronic systems as related to the college.

B. Prepares budget estimates of electronic systems for budget planning.

C. Develops and prepares the technical specifications and prepares schematic diagrams for the bid documents of electronic which perform the functional requirements requested by the directors and faculty.

D. Assists in bid evaluations.

E. Oversees the installations and performs final acceptance testing of contracted electronic systems.

F. Approves payment to contractors for system installations and contracted maintenance.

G. Assists in the training of faculty and staff on the technical and functional aspects of installed electronic systems.

H. Trains technical staff for routine preventive maintenance and repair of electronic systems and equipment.

I. Supervises and coordinates system maintenance for the college.

J. Plans, coordinates and performs system modifications and installations with assistance from the staff, which will facilitate the increased effectiveness of the systems.

ELECTRONIC ENGINEER
JOB DESCRIPTION
-continued-

K. Joins and supports professional associations as they relate to systems development.

L. Assumes other responsibilities as designated by the director of instructional services.

ELECTRONIC ENGINEER
OBJECTIVES FOR 1971-72

I. Innovative

A. Develop and prepare technical specifications and schematic diagrams for the bid documents of electronic systems.

This objective will be considered achieved when all deadlines have been met as follows:

1. WHCR - September 1, 1971 (Building "A")

2. Music Recording Studio - September 1, 1971.

3. Portable TV System in Van - January 1, 1972.

4. Develop specification as required for architects master plan.

II. Problem Solving

A. Plan and coordinate system modifications and installations scheduled to date.

This objective will be considered achieved when:

1. There is installation of IVC video recorders in master control and equipment racks to facilitate editing - August 15, 1971.

2. Installation of interface between multimedia systems and IBT for telelectures is met - August 15, 1971.

3. There is relocation in LRC due to relocation of graphics and electronic repair shop - August 1, 1971.

4. Modifications to lecture/demo systems to increase flexibility is made - August 15, 1971.

5. Installation of AV equipment in minimum of 40 carrels by September 15, 1971. (Based on business office schedule.)

6. There is completion of lecture/demo multimedia system instruction manual by August 1, 1971.

7. There is complete cleaning of media equipment and preventative maintenance in lecture/demo centers by September 1, 1971.

II. Problem Solving (continued)

B. Train the media specialist and lecture/demo technician on the technical aspects of the lecture/demo multi-media systems.

This objective will be considered achieved when:

1. Training of the technical staff has been completed as requested during the year.

C. Maintenance of AV equipment.

This objective will be considered achieved when:

1. Cleaning, testing and performing preventative maintenance duties on all AV equipment a minimum of twice a year is met.

2. Aid in the inventory of AV equipment is given.

D. Develop a maintenance program with appropriate manuals and procedures for LRC electronic and projection equipment.

This objective will be considered achieved when:

1. There is completion by March 1, 1972.

III. Routine

A. Oversee installations and perform final acceptance testing of electronic systems.

This objective will be considered achieved when duties are done in the following:

1. Moog

2. WHCR

3. Music Recording Studio - Phase II

B. Consult with faculty and staff on technical aspects of TV and other media programs.

This objective will be considered achieved when:

1. I have satisfied all requests from the faculty and staff.

IV. Personal and Professional

A. Continue to broaden my knowledge of electronic systems, particularly those applicable in education.

This objective will be considered achieved when:

1. I read and keep up with the latest articles in educational and electronic publications.

2. Talking to educators about their needs.

3. I take courses where applicable.

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LRC

FACULTY & STAFF GUIDE TO THE LEARNING RESOURCES CENTER

EM 009 493

90 William Rainey Harper College

TO FACULTY AND STAFF:

Welcome Aboard! As potential users of our various services, we hope that you will take a few minutes from your busy schedule to glance over the following pages. The intent of this LRC guidebook is to give you the service highlights to the staff and to the students. If you want to know more about any of the services, or have questions about them, you will find the major office area and telephone number listed by these activities.

In addition to this guidebook, the student brochure entitled, Student Guide to the Learning Resources Center and Multimedia Systems Instruction Manual, developed for those instructors using these facilities, might be additional references for you to read over.

We stand ready to help you make effective use of the LRC and will provide individual or group in-service training at your request on any aspect of our services.

G. H. Voegel
Dean, LRC

LRC

Learning Resources Center

GENERAL INFORMATION

HOURS
Monday-Thursday 8 am-10pm
Friday 8 am-5pm
Saturday 9 am-12noon
(Closed Sunday and official College holidays)

INSTRUCTIONAL SERVICES

Instructional services, located on the first floor of the LRC, is prepared to assist faculty and students in the selection, production, and utilization of educational media. It has an extensive television studio, photographic service, a graphics production area, and audiovisual equipment and materials check-out service.

LIBRARY SERVICES

The library is located on the second floor of the LRC. It contains about 40,000 volumes, cataloged according to Library of Congress classification, along with newspapers and periodicals. About 600 magazines are currently received. Also included are extensive microfilmed back issues of the Chicago Tribune, the New York Times, and about 25 periodicals. A Xerox machine is available for making copies of either book or microfilm materials. The library card catalong contains entries for all books and other instructional media housed in the LRC, including records, tapes, videotapes, slides, films, and filmstrips.

FLEXIBLE FACILITIES FOR INSTRUCTION

Seven lecture/demonstration facilities designed for large group instruction and equipped with audio systems, remote media projection, and television linked directly to the LRC provide the instructors and students with flexible resources for instructional use.

Other instructional areas and the LRC independent study facility, each equipped with a variety of media, are also available to support instruction.

The Innovative Diffusion Center is located on the second floor of the LRC. It contains junior college studies on microfilm, learning module samples, up-to-date articles on innovations, and also a lounge area with TV and coffee on a cost-shared basis.

The mission of the learning resources center is to support the instructional program of the college by providing appropriate resource services to both faculty and students.

ADMINISTRATIVE:

George Voegel, Dean, LRC ..... ext. 381

Provides administrative direction to the LRC area of Academic Affairs, including supervision over the Library Services and Instructional Services areas, and coordinates the Instructional Development project.

Ambrose Easterly, Dir., Library Services ..... ext. 439

Directs facilities, personnel, and resources which are or will be engaged in the acquisition, cataloging, processing, circulation, retrieval, and utilization of print knowledge for faculty and students.

The objective of the library is to support the college in its community and curricular objectives by identifying, acquiring, cataloging, processing, circulating, and interpreting suitable library materials - both print and non-print.

Calvin Stockman, Dir., Instructional Services .. ext. 320

Directs facilities, personnel and resources which are or will be engaged in the production, evaluation, and circulation of various non-print materials for faculty and students.

Instructional services provides students and faculty with non-print media materials for instruction. This would include the design, production, circulation and evaluation of these materials in the learning process.

LRC

Instructional Services

MEDIA CIRCULATION

what do we do?

Provide faculty and students with assistance in locating non-print materials internally and externally, audiovisual equipment and materials scheduling, and appropriate in-service training to effectively use these materials and equipment in the learning process.

- Circulate audiovisual materials to faculty and students with appropriate equipment back-up. This service is for the study area, classrooms and off-campus utilization.

- Provide reference and consulting service for faculty and students in non-print materials.

- Rent and/or purchase audiovisual materials for instructional purposes with preview potential.

- Schedule and coordinate campus TV distribution system, and portable videotape equipment for non-production use.

- Duplicate audio tapes.

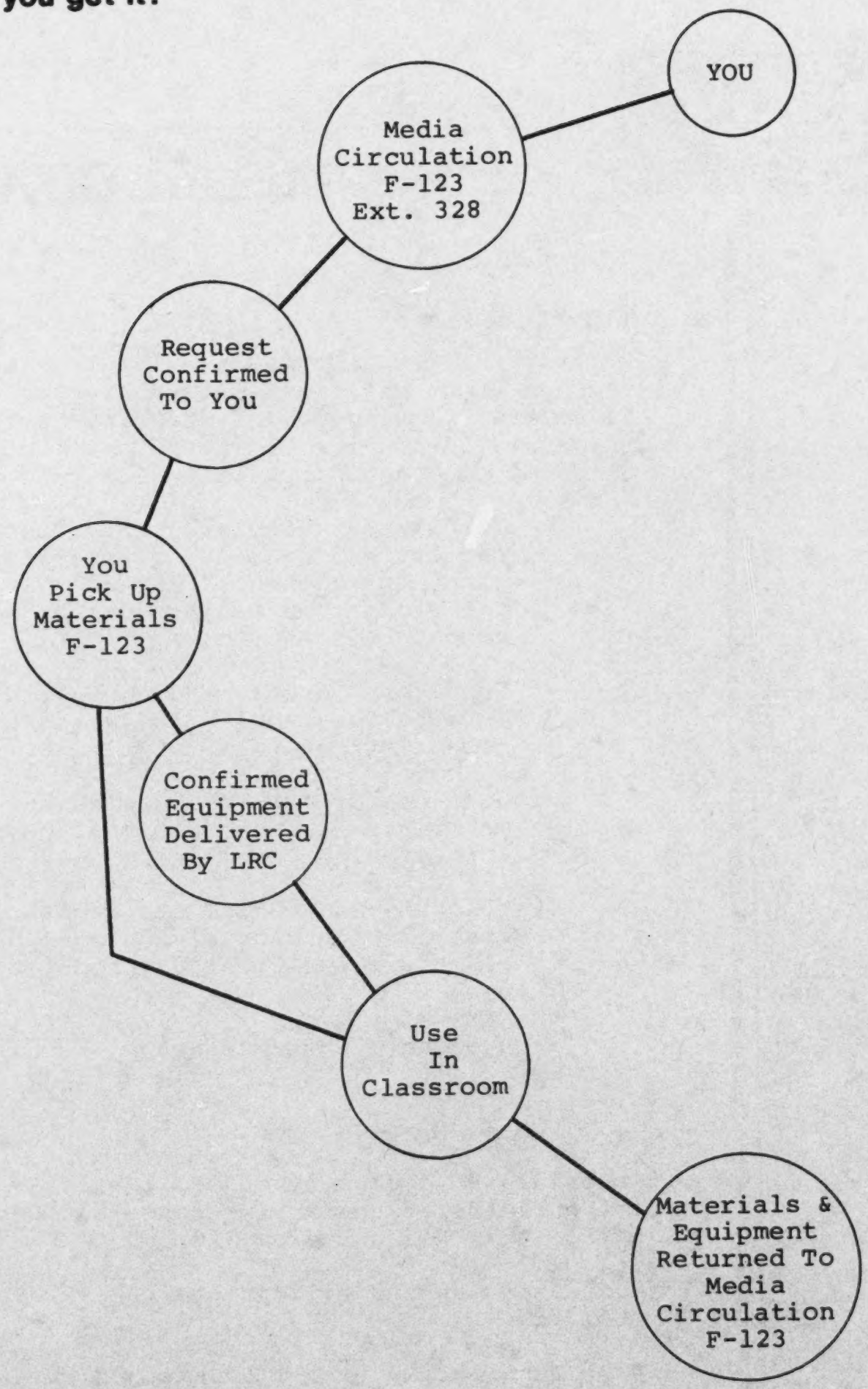
where do we do it?

Material and equipment scheduling, film rental, material purchase requests, reference and consulting in F-123, ext. 327 and ext. 328.

Media preview and evaluation in F-122, ext. 327 and ext. 328.

Tape duplication in F-110, ext. 327 and ext. 328.

how do you get it?


YOU
Media Circulation F-123 Ext. 328
Request Confirmed To You
You Pick Up Materials F-123
Confirmed Equipment Delivered By LRC
Use In Classroom
Materials & Equipment Returned To Media Circulation F-123

MEDIA CIRCULATION

LRC

Library Services

CIRCULATION

what do we do?

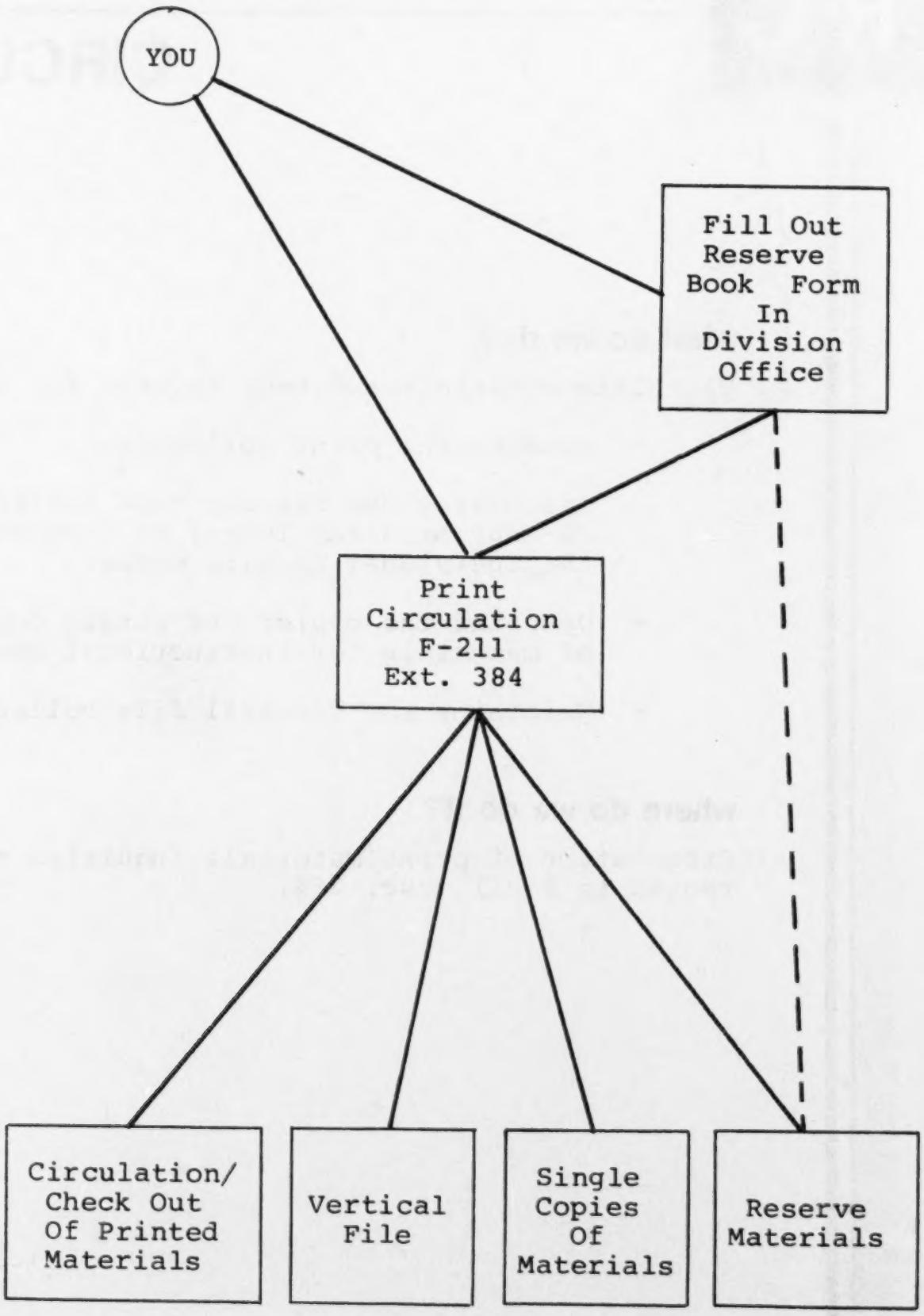
Circulate materials and keep records for those charged.

- Manages the print collection.
- Circulates the reserve book collection (2-hour or 3-day loans) as directed by the individual faculty member.
- Operates the copier for single copies of materials for instructional use.
- Maintains the vertical file collection.

where do we do it?

Circulation of print materials inquiries should be directed to F-211, ext. 384.

how do you get it?


YOU
Fill Out Reserve Book Form In Division Office
Print Circulation F-211 Ext. 384
Circulation/ Check Out Of Printed Materials
Vertical File
Single Copies Of Materials
Reserve Materials

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Library Services

REFERENCE & PERIODICALS

what do we do?

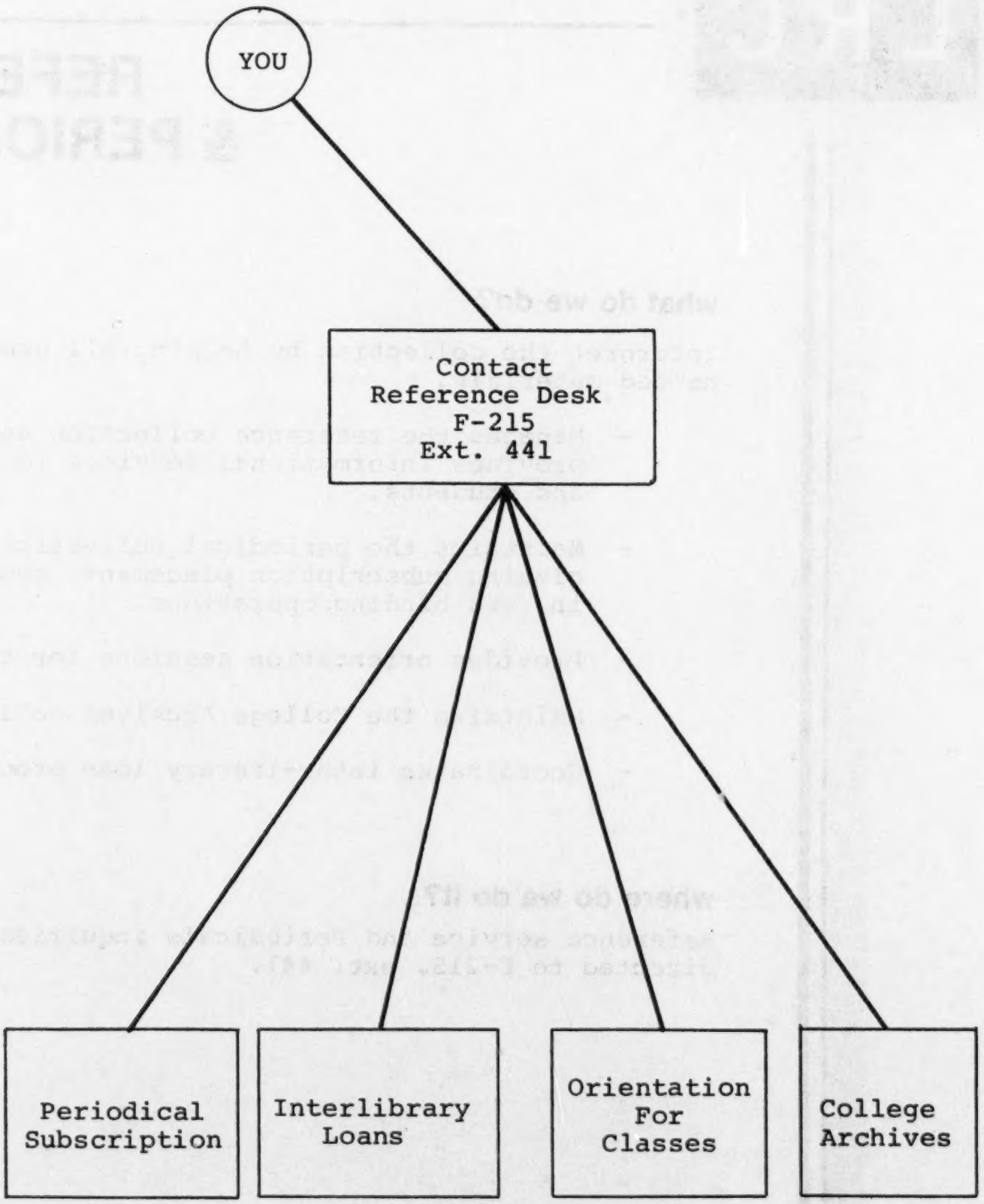
Interpret the collection by helping all users to find needed materials.

- Manages the reference collection and provides informational services to faculty and students.
- Maintains the periodical collection including subscription placement, checking-in, and binding operations.
- Provides orientation sessions for classes.
- Maintains the College Archives collection.
- Coordinates inter-library loan procedures.

where do we do it?

Reference service and Periodicals inquiries should be directed to F-215, ext. 441.

how do you get it?



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Instructional Services

GRAPHICS

what do we do?

Provide instructional area with quality graphic materials for the learning process. This would include the design and production of art work, photography, mounting and other processes necessary to produce a finished product for instruction.

- Items available are:

  Projectuals
  Posters and Flyers
  Wall charts
  Flip charts
  Signs
  Magnetic and Flannel boards
  Photograph copy work
  B&W
  Color

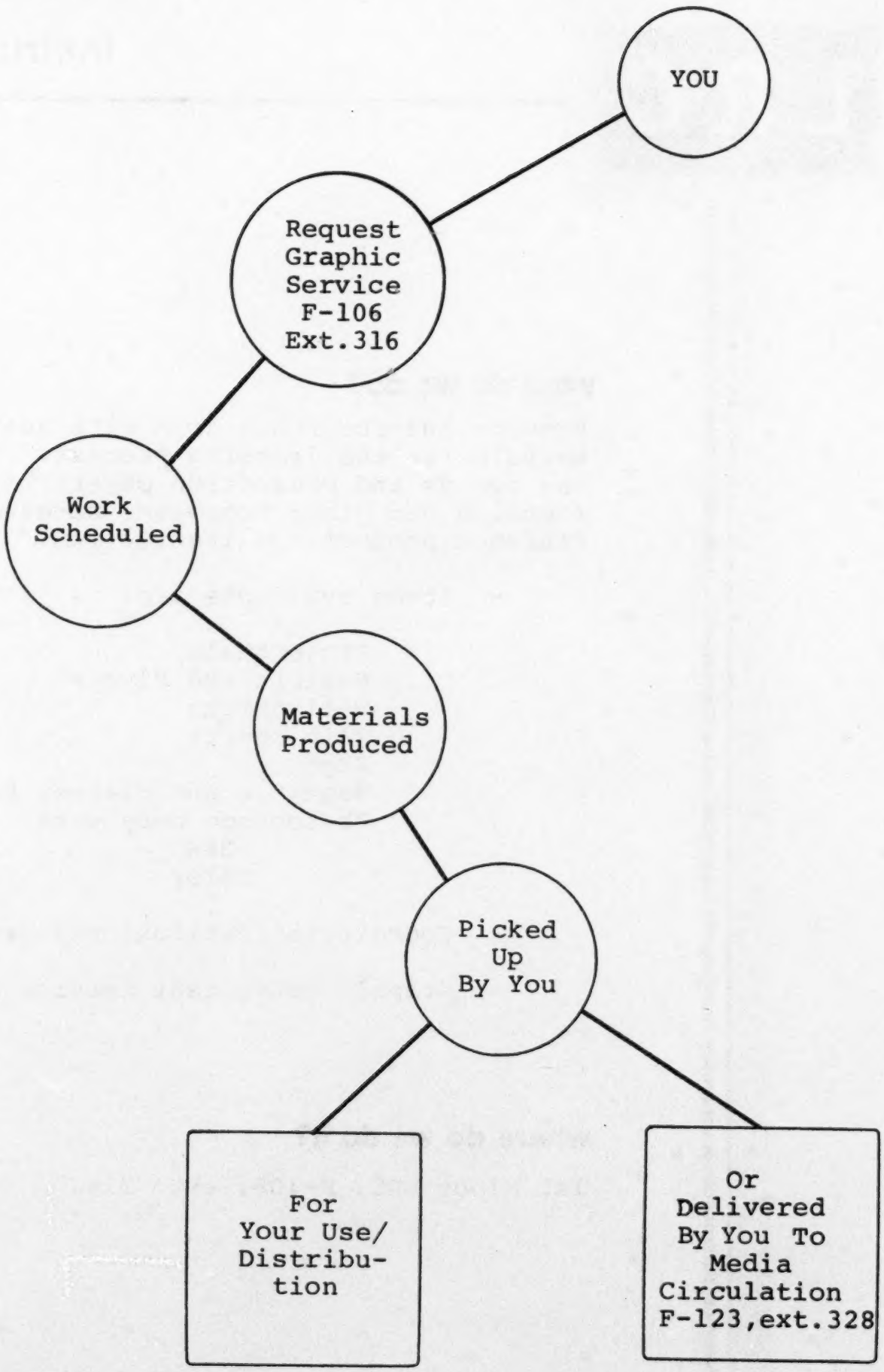
- Coordinate institutional graphics.

- Graphic consultant service available.

where do we do it?

1st Floor LRC, F-106, ext. 316.

how do you get it?



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Instructional Services

TELEVISION

what do we do?

Provide instructional area with quality television programs for use in the learning process. This would include scripting, storyboarding and final production of programs requested by the faculty.

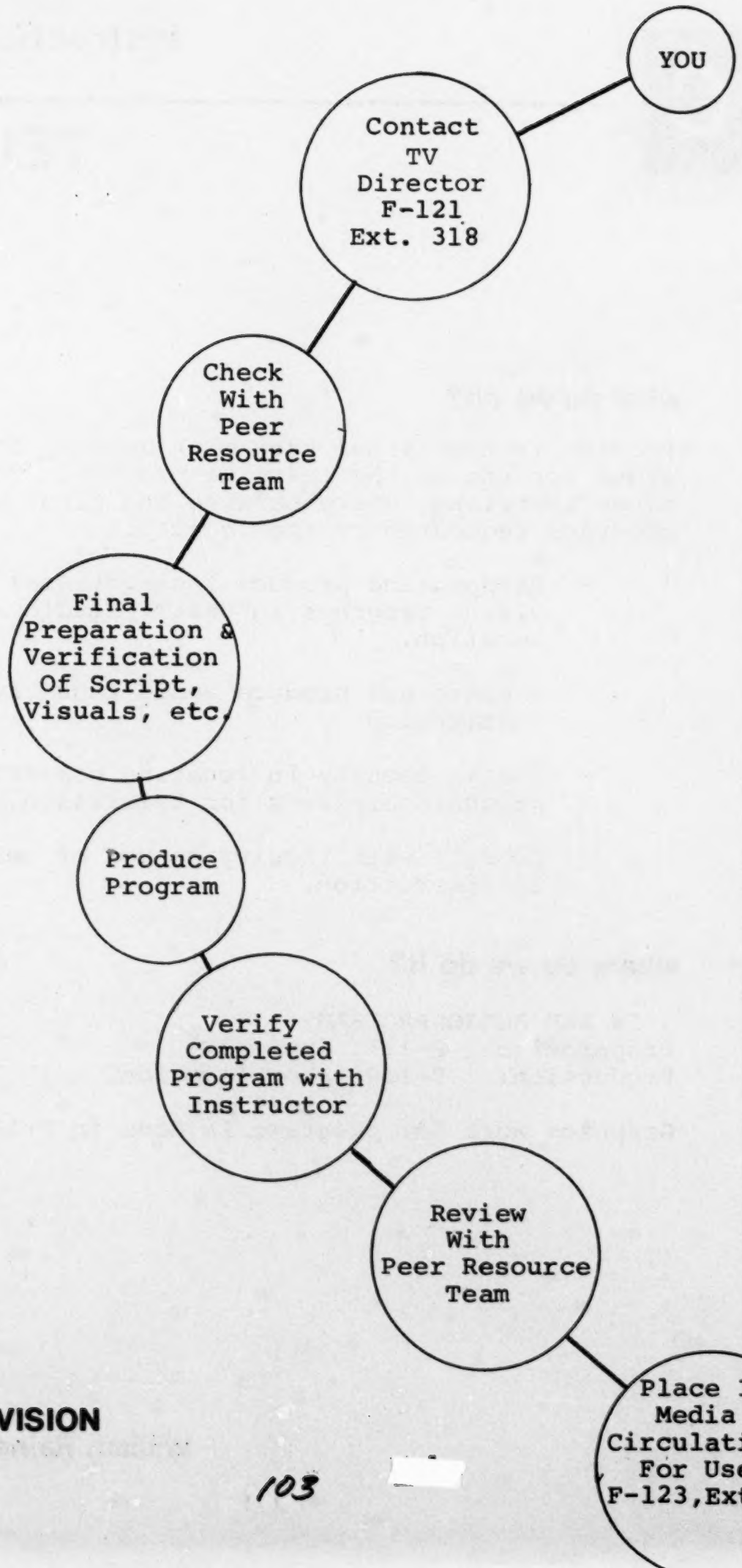
- Prepare and produce instructional television programs in the TV studio and on location.
- Prepare and produce audio tapes for instruction
- Assist faculty in locating commercially produced programs for television.
- Consult with faculty on use of television in instruction.

where do we do it?

. TV AND AUDIO PROGRAM
Preparation: F-121, ext. 318.
Production: F-110 or on location.

Graphics work for programs is done in F-106, ext. 316.

how do you get it ?


YOU
Contact TV Director F-121 Ext. 318
Check With Peer Resource Team
Final Preparation & Verification Of Script, Visuals, etc.
Produce Program
Verify Completed Program with Instructor
Review With Peer Resource Team
Place In Media Circulation For Use F-123,Ext.328

TELEVISION

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Library Services

ACQUISITIONS & CATALOGING

what do we do?

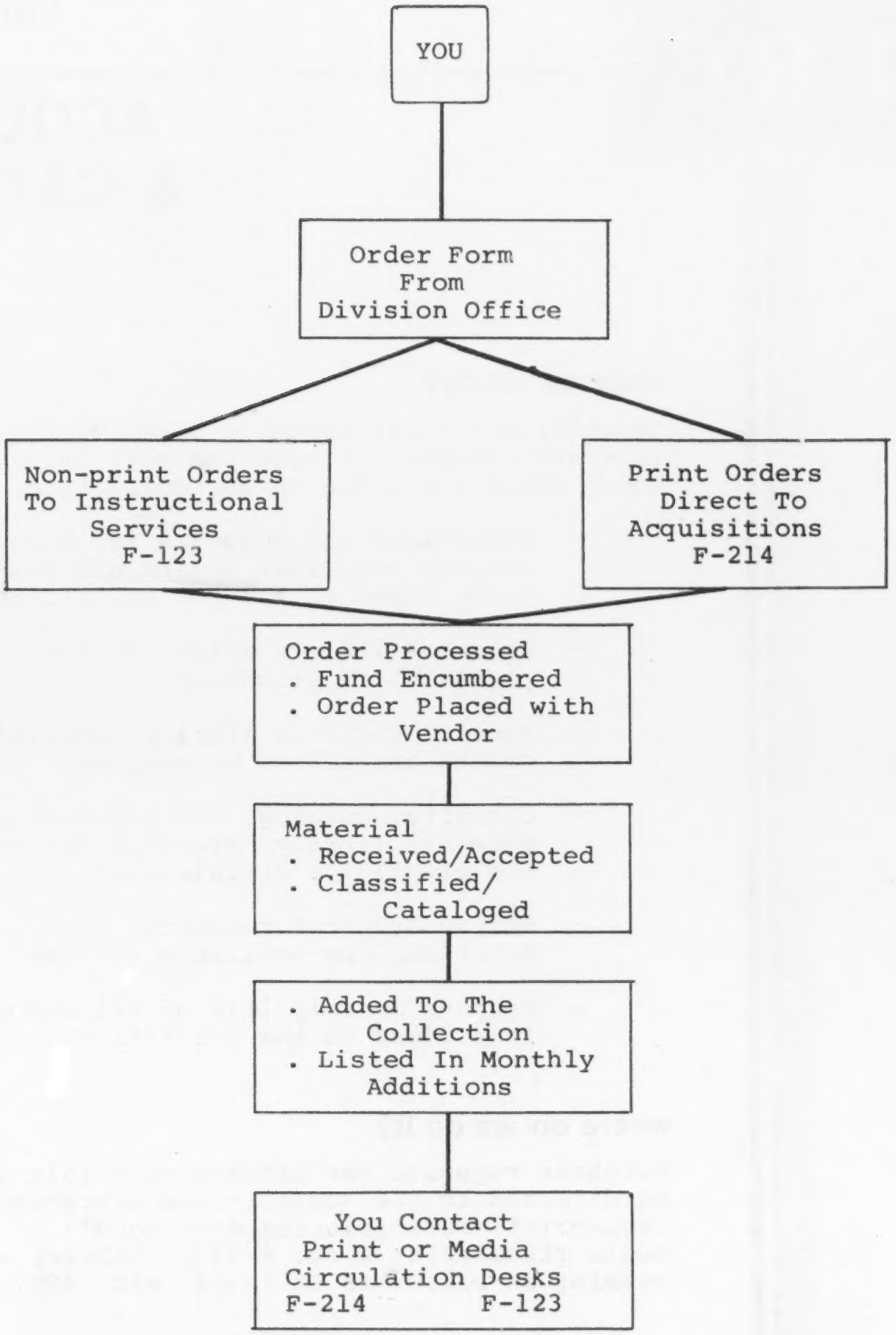
Identify and order suitable learning resource materials and catalog, process and make fully accessible all these materials added to the collection.

- Supervises all requests for purchase of library materials (print and non-print) to be added to the LRC collection.
- Encumber library materials budget as requests are processed.
- Receive arriving library materials as orders are filled by vendors.
- Classify, catalog, and physically prepare all library materials (print and non-print) for circulation.
- Notify original requestor when library materials are available for use.
- Prepare monthly list of all new materials added to the collection for use.

where do we do it?

Purchase requests for library materials (print) should be directed to the Acquisitions Librarian, F-214. (Non-print) materials requests should be directed to Media Circulation Desk, F-123. Library materials processing is performed in F-214, ext. 455.

how do you get it?



LRC

Instructional Services

SYSTEM DESIGN & MAINTENANCE

what do we do?

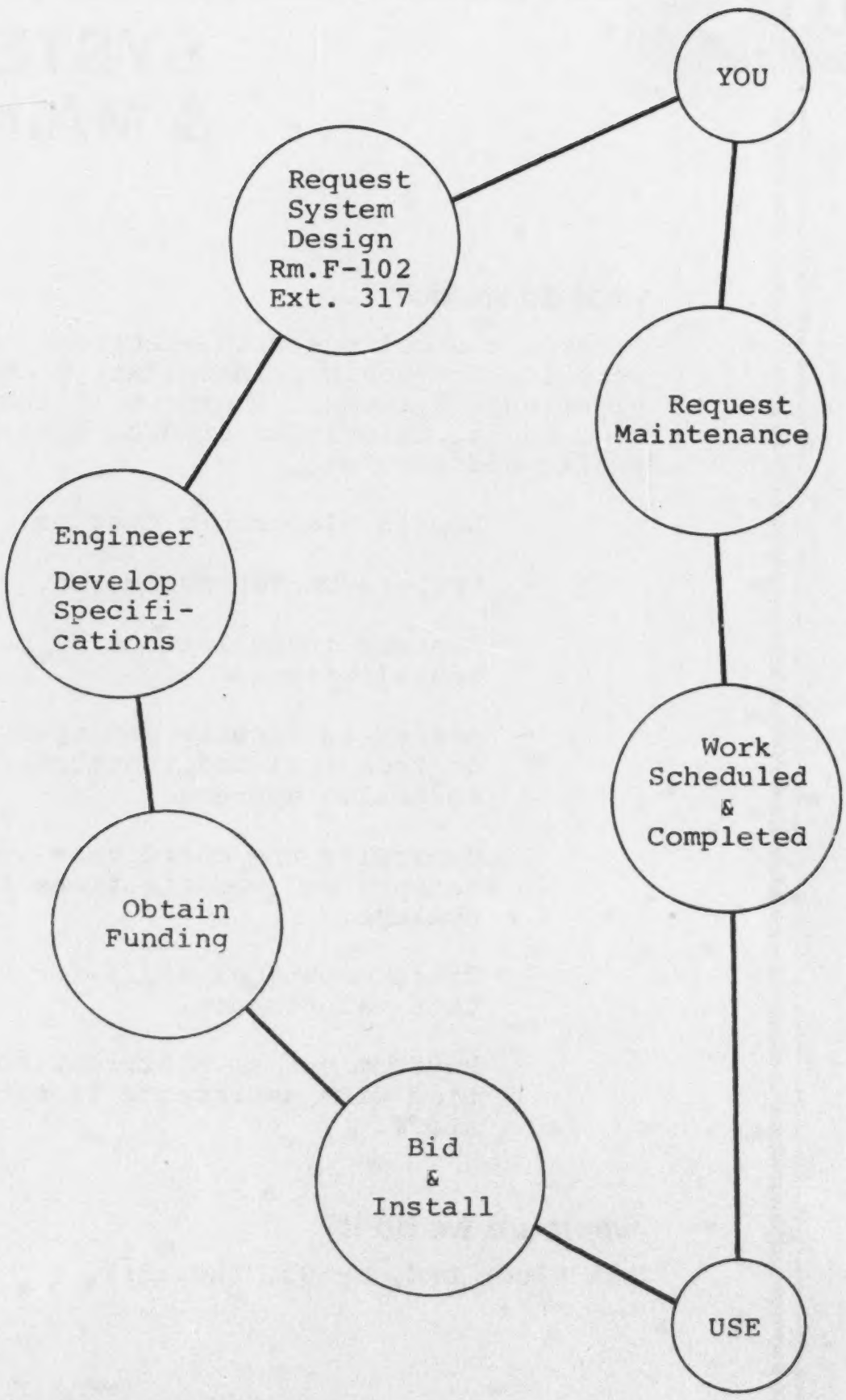
Provide the college with electronic engineering support for the design, installation and maintenance of electronic systems. These would include lecture/ demo halls, television studio, distribution equipment, public address, etc.

- Design electronic systems.
- Prepare budget estimates.
- Oversee installations of contracted installations.
- Assist in faculty and staff orientation on technical and functional aspects of installed systems.
- Supervise and coordinate system maintenance and modifications for the college.
- Train technical staff for routine preventive maintenance.
- Perform system modification and installation with assistance from the technical staff.

where do we do it?

1st Floor LRC, F-102, ext. 317.

how do you get it?



SYSTEM DESIGN & MAINTENANCE